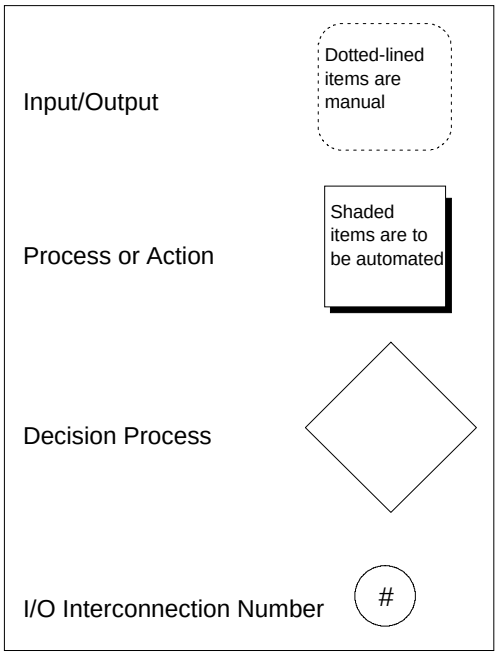
SECTION 3.DETAILED CHARACTERISTICS

This section provides a more detailed description of the technical manual (TM) system functions which are outlined in Section 2.4 by describing the processes which occur within each function. Figures 3-1 through 3-22 graphically portray the processes utilizing flow charts.

3.1 Process Flow Charts.

The processes of the joint TM system are diagrammed to assist in understanding the overall system requirement. The key for the symbols that are depicted in the process flow charts is provided in Table 3-1, Process Flow Chart Key. Those processes that are to be automated are depicted by a shaded functional symbol.

Table 3-1, Process Flow Chart Key



The interactions and interconnectivity between charts is noted by the Input/Output (I/O) interconnection number. The interconnection numbers are coded to lead the reader from connection node to connection node.

The source of a connector is always an output. These connectors are labeled to allow the reader traceability to the functional model. For example, the output TM Policy and Guidance found in Figure 3-1 is labeled A11-1. the "A11" references the A11 function block of functional area A1. The "-1" indicates that the output is the first output of A11. Circled letters indicate process flow within the figure being reviewed.

The receiving node is identified by a figure number, i.e., Fig 3-1, and the output identified, i.e., A11-1, as discussed above. With this information, the reader is able to quickly determine where to find the connector source point.

Table 3-2, Flow Chart Interconnect Cross Reference Matrix, is provided to assist in tracing the connectivity of the flow chart inputs and outputs.

3.2 Functional Area System Functions.

This section identifies and describes the system processes associated with the six key functional areas of the TM system. Flow charting techniques are used to track each process through its associated steps and activities.

Special note should be made that the Departments of the Army and Navy currently consolidate all Manage, Stock, and Distribute activities for all types of departmental publications. The Army and Navy have taken the position that this Functional Description (FD) must reflect this method of operation. The Army and Navy intend to use all functions (management, acquisition, improvement, storage, publication and distribution) for all publications to include administrative publications and forms, training and doctrinal publications, technical publications, and Command and Agency publications. Therefore, all references to TMs within this FD should be read to mean all Army and Navy publications.

Table 3-2, Flow Chart Interconnect Cross Reference

Output Number	Output Figure	Input Number	Input Figure
A11-1	Fig 3-1	A12	Fig 3-2
A11-1	Fig 3-1	A13	Fig 3-3
A11-1	Fig 3-1	A22	Fig 3-6A
A11-I	Fig 3-1	A32	Fig 3-9
A12-1	Fig 3-2	A11	Fig 3-1
A12-2	Fig 3-2	A51	Fig 3-15B
A13-1	Fig 3-3	A14	Fig 3-4
A13-1	Fig 3-3	A41	Fig 3-11
A13-2	Fig 3-3	A23	Fig 3-7
A13-2	Fig 3-3	A32	Fig 3-9
A13-3	Fig 3-3	A22	Fig 3-6A
A13-3	Fig 3-3	A23	Fig 3-7
A13-4	Fig 3-3	A14	Fig 3-4
A14-1	Fig 3-4	A41	Fig 3-11
A14-2	Fig 3-4	A13	Fig 3-3
A14-3	Fig 3-4	A64	Fig 3-21
A14-3	Fig 3-4	A32	Fig 3-9
A21-1	Fig 3-5A	A22	Fig 3-6A
A21-1	Fig 3-5A	A22	Fig 3-6B
A21-1	Fig 3-5A	A22	Fig 3-6C
A21-2	Fig 3-5B	A22	Fig 3-6A
A21-2	Fig 3-5B	A22	Fig 3-6B
A22-1	Fig 3-6B	A13	Fig 3-3
A22-1	Fig 3-6B	A23	Fig 3-7
A22-2	Fig 3-6A	A13	Fig 3-3
A22-2	Fig 3-6B	A51	Fig 3-15B
A22-3	Fig 3-6C	A23	Fig 3-7
A22-4	Fig 3-6A	A21	Fig 3-5A
A23-1	Fig 3-7	A41	Fig 3-11
A23-2	Fig 3-7	A22	Fig 3-6B
A23-2	Fig 3-7	A22	Fig 3-6C
A23-3	Fig 3-7	A22	Fig 3-6B
A23-3	Fig 3-7	A22	Fig 3-6C
A31-1	Fig 3-8	A32	Fig 3-9
A32-1	Fig 3-9	A31	Fig 3-8
A32-2	Fig 3-9	A11	Fig 3-1
A32-2	Fig 3-9	A33	Fig 3-10
A32-3	Fig 3-9	A13	Fig 3-3
A32-4	Fig 3-9	A22	Fig 3-6C
A32-4	Fig 3-9	A41	Fig 3-11
A32-5	Fig 3-9	A33	Fig 3-10
A32-6	Fig 3-9	A14	Fig 3-4
A33-1	Fig 3-10	A13	Fig 3-3
A33-2	Fig 3-10	A32	Fig 3-9
A33-3	Fig 3-10	A64	Fig 3-21

Output Number	Output Figure	Input Number	Input Figure
A41-1	Fig 3-11	A44	Fig 3-14
A41-2	Fig 3-11	A42	Fig 3-12
A42-1	Fig 3-12	A44	Fig 3-14
A42-2	Fig 3-12	A43	Fig 3-13
A42-3	Fig 3-12	A43	Fig 3-13
A42-4	Fig 3-12	A43	Fig 3-13
A42-5	Fig 3-12	A13	Fig 3-3
A43-1	Fig 3-13	A13	Fig 3-3
A43-2	Fig 3-13	A51	Fig 3-15A
A43-3	Fig 3-13	A14	Fig 3-4
A43-3	Fig 3-13	A52	Fig 3-16
A43-4	Fig 3-13	A44	Fig 3-14
A44-1	Fig 3-14	A4*1	Fig 3-11
A44-1	Fig 3-14	A42	Fig 3-12
A44-2	Fig 3-14	A42	Fig 3-12
A51-1	Fig 3-15A	A42	Fig 3-12
A51-1	Fig 3-15A	A52	Fig 3-16
A51-2	Fig 3-15A	A42	Fig 3-12
A51-2	Fig 3-15A	A43	Fig 3-13
A51-3	Fig 3-15A	A63	Fig 3-20
A51-4	Fig 3-15A	A52	Fig 3-16
A52-1	Fig 3-16	A53	Fig 3-17
A52-2	Fig 3-16	A51	Fig 3-15A
A53-1	Fig 3-17	A64	Fig 3-21
A53-1	Fig 3-17	A65	Fig 3-22
A61-1	Fig 3-18	A62	Fig 3-19
A61-2	Fig 3-18	A62	Fig 3-19
A62-1	Fig 3-19	A61	Fig 3-18
A62-1	Fig 3-19	A63	Fig 3-20
A62-1	Fig 3-19	A64	Fig 3-21
A62-2	Fig 3-19	A51	Fig 3-15A
A62-2	Fig 3-19	A52	Fig 3-16
A62-3	Fig 3-19	A14	Fig 3-4
A62-4	Fig 3-19	A65	Fig 3-22
A63-1	Fig 3-20	A62	Fig 3-19
A64-1	Fig 3-21	A65	Fig 3-22
A64-2	Fig 3-21	A65	Fig 3-22
A64-3	Fig 3-21	A62	Fig 3-19
A65-1	Fig 3-22	A61	Fig 3-18
A65-1	Fig 3-22	A64	Fig 3-21
A65-2	Fig 3-22	A63	Fig 3-20
A65-3	Fig 3-22	A13	Fig 3-3

3.2.1 Manage TM System (A1).

3.2.1.1 Manage Policy & Guidance (A11).

Figure 3-1, Process Flow for Manage TM Policy and Guidance, charts the processes for this functional area.

a. TM program management requirements are received via message, tape, letter, etc. Requirements are categorized, such as methods and procedures TMs, regulations, or technical manual specifications and standards (TMSS), type of policy or guidance and what support is required (i.e., funding, organization, or management). The program management requirements are also reviewed against public law as well as policy and guidance for applicability. If the requirement is found to be invalid or requires clarification, notification is sent to the originator. If the requirement is found to be valid, a recommended action is prepared and if necessary forwarded to the TM management working group for the respective service. These groups are the Centralized Technical Order Management (CTOM) Group for the Air Force; Technical Manual Management Policy Council for the Navy; and Army Materiel Command (AMC) Equipment Manuals Council for the Army. The TM management working group reviews the recommendation and generates direction for implementation. The originator is then notified of the action to be taken.

b. The specific TM policy requirement and development schedules for changes are prepared. The direction for implementation, requirements information and schedules are forwarded to an Office of Primary Responsibility (OPR). If the action required is to revise a TMSS or regulation, then a draft amendment is generated, commented on, reviewed, and coordinated before returning to the TM management working group. If they approve the amendment, it is forwarded for publication. If the TM management working group disapproves or approves with comments (to be incorporated), then it is returned to the drafting organization for correction and resubmittal.

c. When the action required is to generate new policy and guidance in a regulation or TMSS, a draft is created. The review and approval cycle for the draft is the same as for a revision to an existing policy or regulation.

d. If the requirement for policy and guidance is to take the form of a TM, the development or change process is accomplished in accordance with the Acquire TMs or Improve TMs functions. The requirement for a new or modified methods and procedures TM is forwarded as a new TM policy requirement to TM policy change.

3.2.1.2 Provide Program Support (A12).

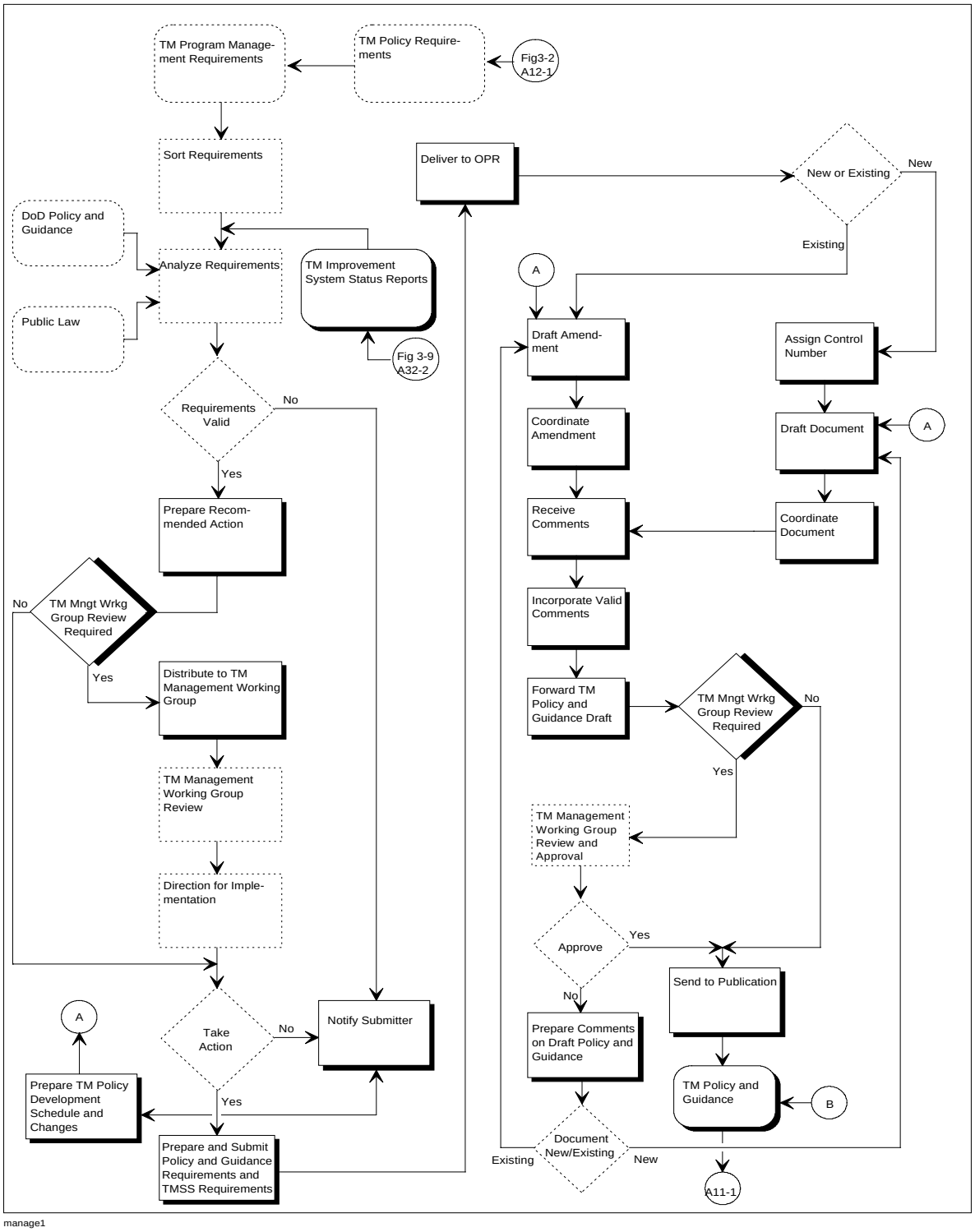
Figure 3-2, Process Flow for Provide Program Support, charts the process for this functional area.

a. Upon receipt of TM program management requirements for support, the type of support required is determined (funds, management, organization).

b. When the support required is for funds, the OPR is identified and the requirement is reviewed and compared to funds available. If no OPR exists, an OPR is identified after review of existing organizational and functional responsibilities. A determination is made for funding adequacy. If the funds are available and sufficient, then the funds are allocated to support the requirement. If the funds are not available, budget requirements are developed and submitted.

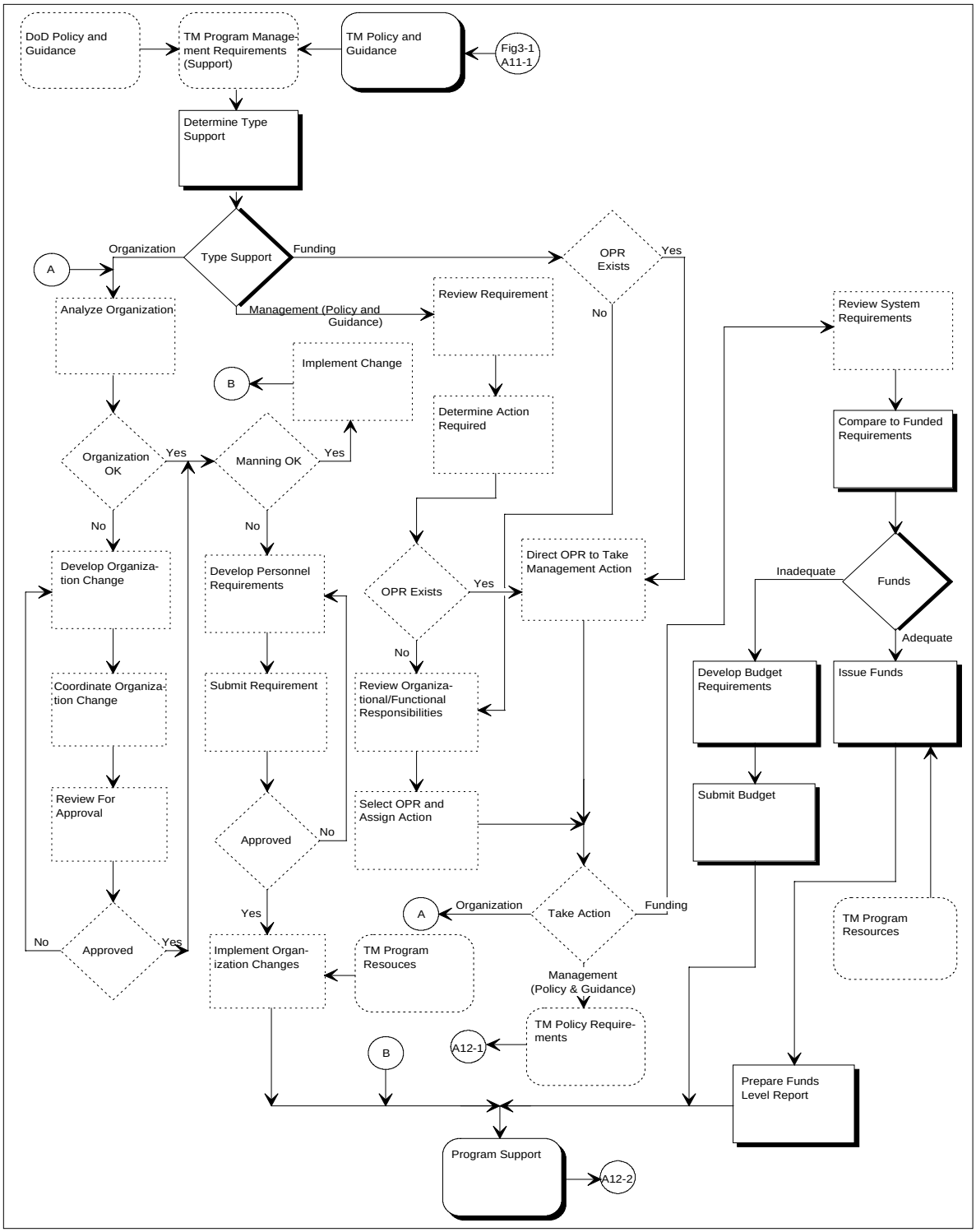
c. When management support is required, a course of action is determined. If an OPR exists the requirement is assigned to that office to determine the need for management support for organization, funding or policy and guidance. If there is no OPR, current OPR charters are reviewed. After review of organizational and functional responsibilities, an OPR is selected and the requirement is assigned for action.

d. If the support required is for organizational matters, the requirement is analyzed to determine if the current organizational structure is adequate to perform the assigned tasks. If there is no organizational structure or the current organization is inadequate a recommended change is developed, coordinated for acceptance, and reviewed for approval. Once approved, the manning requirements are determined.



manage1

Figure 3-1, Process Flow for Manage Policy and Guidance
(Functional Area A11)



manage2

Figure 3-2, Process Flow for Provide Program Support
(Functional Area A12)

e. If the current organizational structure is approved, the required manning is evaluated. If the manning level is found to be adequate for the operation of the organizational structure, no further action is required and the organizational change is implemented. If the manning level is not adequate, personnel requirements are generated and a manpower requirement is submitted for action. If approved, the manpower is assigned. If not approved, the request is reworked and resubmitted.

3.2.1.3 Control Publication Numbering and Indexes (A13).

Figure 3-3, Process Flow for Control Publication Numbering and Indexes, charts the process for this functional area.

a. Publication numbering requests are received and the validity of the request is determined and the status data is updated. If valid, the request is processed. according to the type of action required. Types of action are new, cancel/renumber, and rescind publication number.

b. If the request is for a new number, it is reviewed to determine the category, system, equipment series, and subseries of the associated weapon system or equipment item. Based on this information in conjunction with the publication schedule information, the publication number is assigned and the status data updated. The publication number may be a TM number or a stock number for Army and Navy publications. Army publication numbers are assigned in blocks. Air Force publication numbers are, assigned as TM numbers only. The publication number, title, associated equipment numbers, and stock numbers are added to the publication number data. Updated publication number data is incorporated into a TM index.

c. A publication number may be canceled when a determination is made that the TM will not be published. The canceled publication number is transferred to the history file and is removed from the publication number data and the status data is updated.

d. A request may be made to renumber a publication. When approved, the TM is assigned a different number. The old number is canceled and transferred to the history file with a notation showing the replacement number. The new number is entered in the publication number data and the status data is updated. All requirements are transferred to the new number.

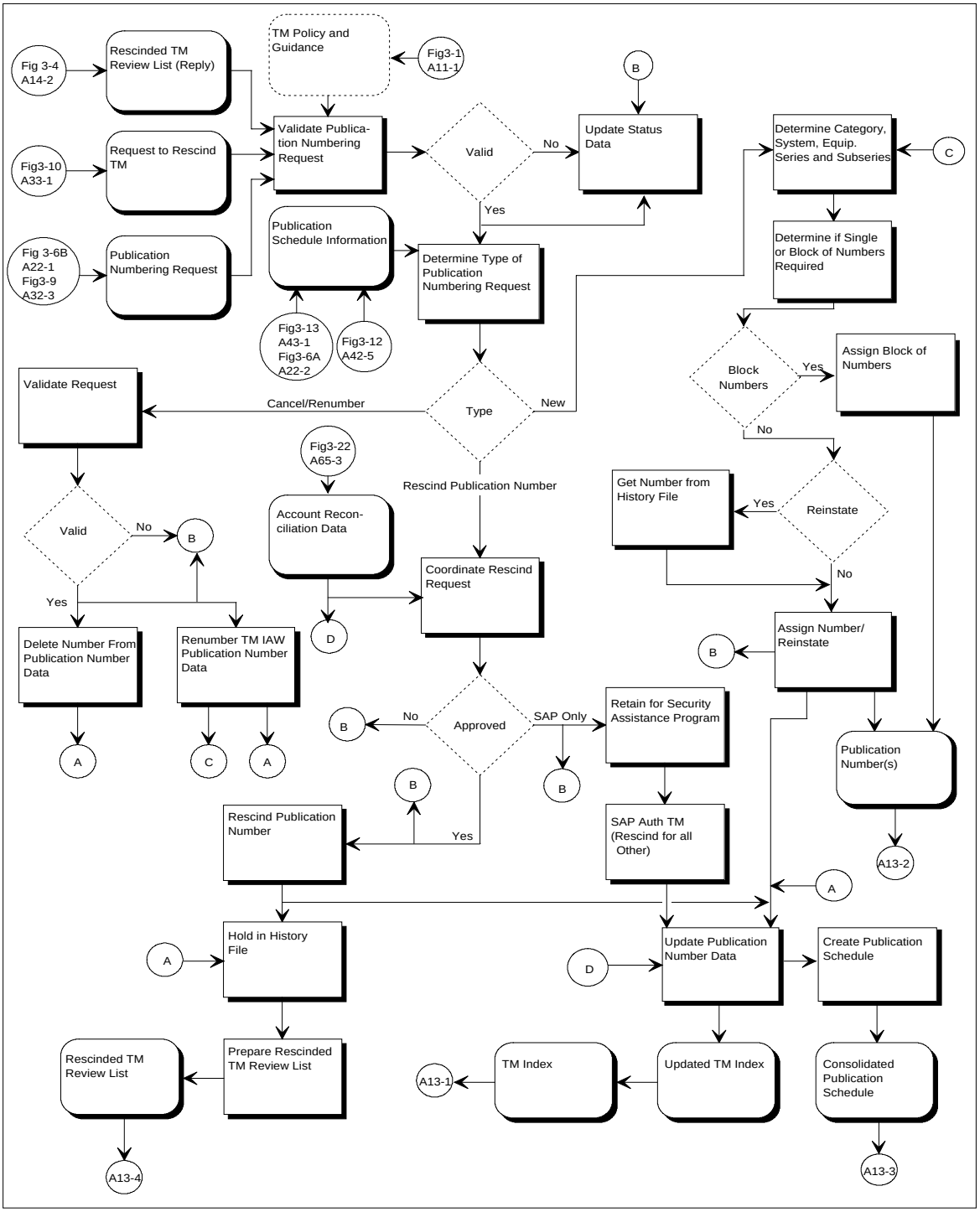


Figure 3-3, Process Flow for Control Publication Numbering and Indexes
(Functional Area A13)

manage3

e. When the publication number request is to rescind a publication number, or there is a request to rescind the TM, the request is coordinated to ensure the TM is no longer required. Should the request be disapproved, the status data is updated. If the request is valid, the publication number is removed from the publication number data and the status data is updated. In some Air Force and Navy instances, when the publication number is rescinded, it must be maintained in support of Security Assistance Program (SAP), and will be coded for SAP use only until no longer required. In some Army instances, when the publication number is rescinded, it must be retained in support of one or more of the following: active forces, National Guard, Army Reserve, and SAP and will be coded for the appropriate use.

3.2.1.4 Manage TM Repository (A14).

Figure 3-4, Process Flow for Manage TM Repository, charts the process for this functional area.

a. When a new TM or change is produced, a copy of that TM must be sent to a repository, library or archive for historical files. Upon receipt by the repository, a location is assigned. The TM is stored and central repository data is updated.

b. It is the central repository that is the source for rescinded and specific active TMs that may require reprinting. A valid request for a rescinded or active TM is processed by determining the location of the TM in the repository and retrieving the document. If the copy is paper, the central repository data is updated and a single copy is made and distributed to the requester. The paper repository copy is then returned to its assigned location and the central repository data is updated. If the TM is in a digital format, it is downloaded and distributed to the requester. TMs are maintained in a rescinded status for a specified period of time in accordance with Department of Defense (DoD) and service regulations. Upon receipt of a rescinded TM review list, TMs are screened against the updated TM index, removed accordingly and disposed of appropriately. Active TMs are not subjected to this same process until they are rescinded.

3.2.2 Acquire TMs (A21).

3.2.2.1 Develop Planning Documents for TM Acquisition (A21).

Figures 3-5A and 3-5B, Process Flow for Develop Planning Documents for Acquisition, charts the process for this functional area.

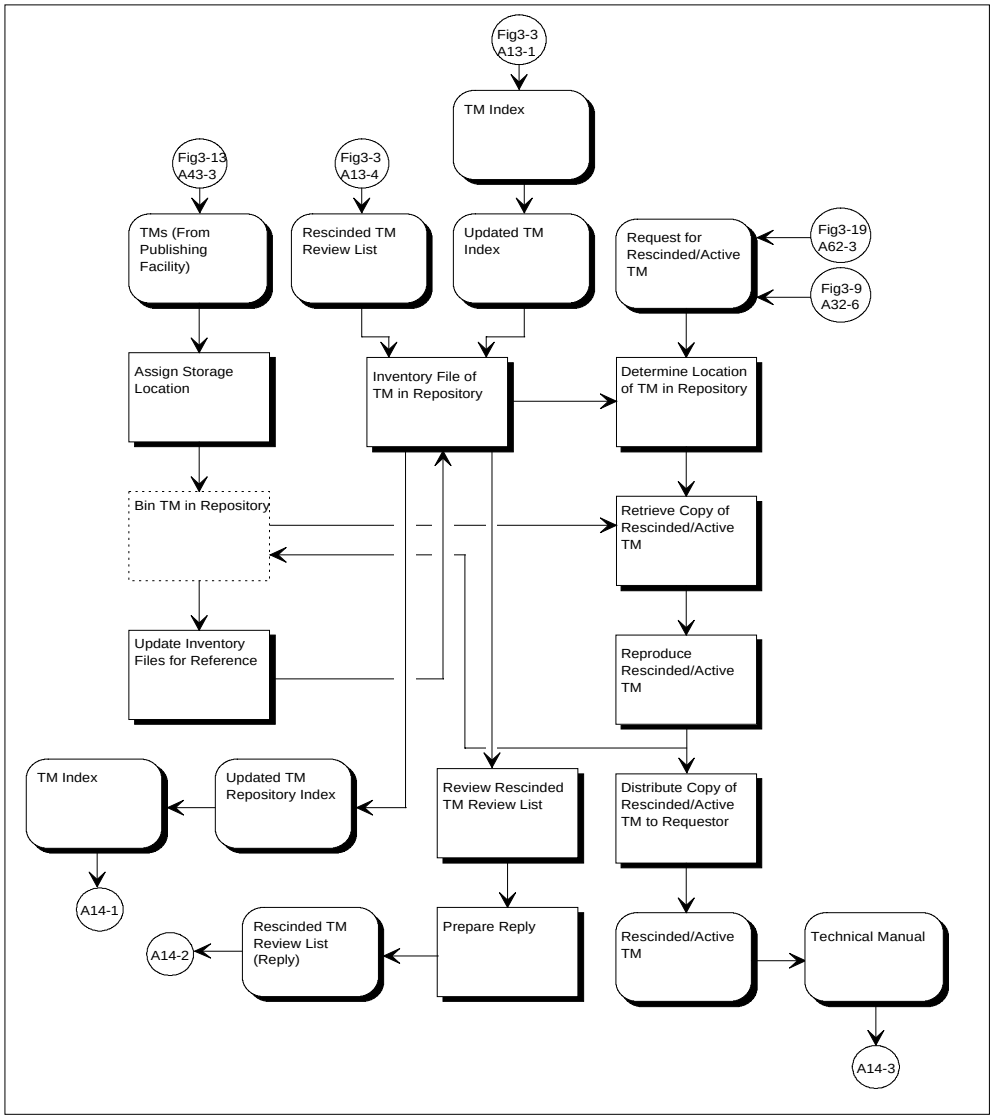


Figure 3-4, Process Flow for Manage TM Repository
(Functional Area A14)

manage4

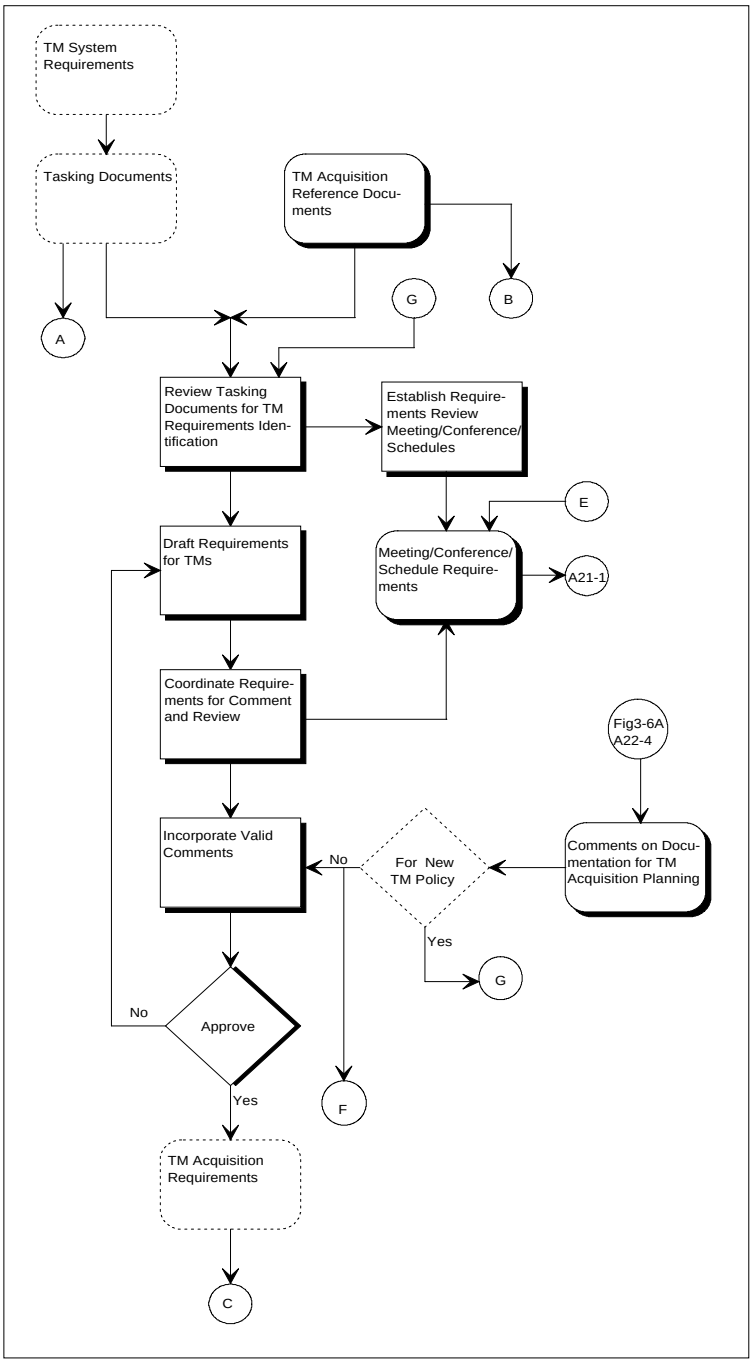


Figure 3-5A, Process Flow for Develop Planning Documents for TM Acquisition (Functional Area A21)

acquireq

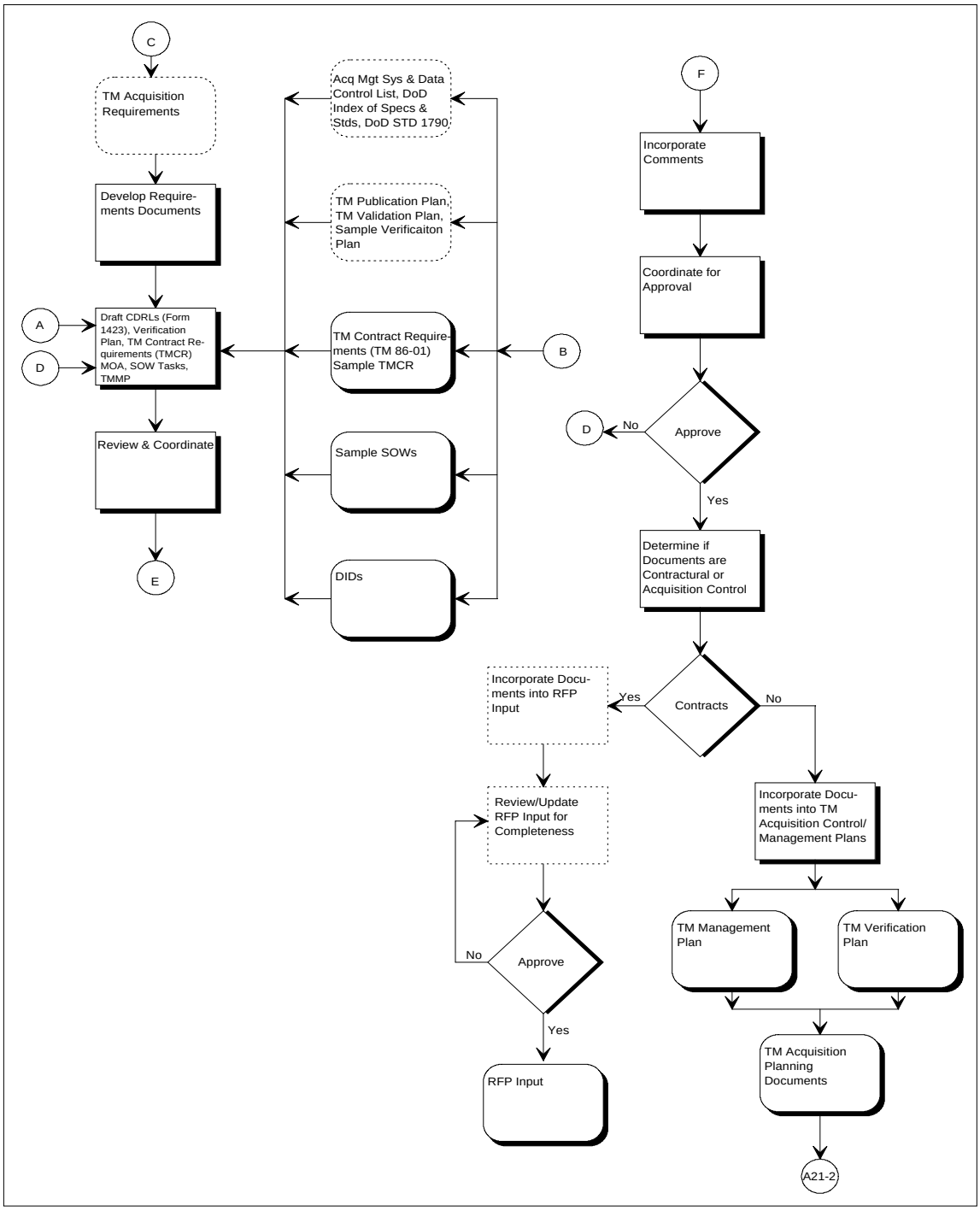


Figure 3-5B, Process Flow for Develop Planning Documents for TM Acquisition
(Functional Area A21)

acquire7

a. TM acquisition reference documents are used as guidelines and controls when reviewing tasking documents such as the Program Management Directive (PMD), Statement of Need (SON), Systems Operational Requirements Document (SORD), and other tasking documents for TM requirements identification. When the TM requirements are identified, review meetings and conference schedules are established to support the task. When these requirements are established, they are distributed to allow for planning reviews of the TM requirements documents. Once the tasking documents have been reviewed and established guidelines followed, the actual draft of the TM requirements is prepared for coordination and comment. When the review of the draft is complete, comments are reviewed, and comments which are found to be valid are incorporated. The requirements are then approved. If they are not approved, the requirements are returned for further drafting, review and comment The approved draft is forwarded as a TM acquisition requirement.

b. The development and tailoring of requirements and planning documents, such as Contract Data Requirements List (CDRL), Verification Plan (VP), Technical Manual Contract Requirement (TMCR), Statement of Work (SOW), and Data Item Descriptions (DIDS) are all processed using identical processing steps. The controls and guidance for the drafting of each individual document are different. TM acquisition reference documents, such as the Acquisition Management System and Data Control List, the Department of Defense Index of Specifications and Standards (DoDISS), the Technical Manual Publication Plan, the Technical Manual Validation Plan, the TMCRs (TM 86-01), and the sample VPs, TMCRS, SOWS, and Technical Manual Management Plans (TMMP) are used for guidance. In addition, requirements documents can be developed for the acquisition of new Methods and Procedures TMs required to provide new TM policy and guidance.

c. Each document is drafted according to the proper guidelines and forwarded for review and coordination. When the coordination cycle for the documents has been completed, they are returned for review of comments received. Comments that are found to be valid are incorporated into the document. After comments have been incorporated, the documents are coordinated for approval. If for some reason the draft is not approved, it is returned for re-work and another draft accomplished. If approved, the documents are distributed as formal TM acquisition planning documents. TM acquisition documents are then used with other requirements documents to generate planning and control documents. The final drafts of these documents are reviewed and approved. Once approved, the documents are categorized as contractual or acquisition control. If they are contractual in nature, they are incorporated into the request for proposal (RFP) as RFP Input. If they are classified as acquisition control,

they are incorporated into the TM acquisition control/management plans for the overall management of the TM acquisition. The two basic plans that fall into this category are the TM VP and the TMMP.

3.2.2.2 Control TM Acquisition (A22).

Figures 3-6A, B, and C, Process Flow for Control TM Acquisition, chart the process for this functional area.

a. In this area a number of different documents are reviewed. TM requirements documents are reviewed for the actual acquisition. TM development plans and reports, in-process reviews, pre-publication reviews, RFP inputs, and new TM policy requirements are reviewed and approved. Publication number assignment requests are generated. In conjunction with the development of the publication number request, publication schedule information for future TM printing and distribution is generated.

b. The TM acquisition planning documents, including Price Proposals, are received, reviewed and evaluated. The review generates comments used to finalize the documents. Price Proposals are evaluated against predetermined criteria in the system data base.

c. Once approved, the documents are distributed and used in the overall management of the TM acquisition. The two basic plans that fall into this category are the TM VP and the TMMP.

d. As the TMs are being developed, several review activities occur. The TM development plans and reports are generated by the TM developer as described below. Comments are prepared and returned for incorporation or action. While the Preliminary TM is in draft form and prior to validation, it is reviewed at an In-Process Review (IPR). The IPR generates comments that are used by the TM developer to correct errors or problem areas with the TMs.

e. When the TM development has progressed to the point that the TM can be verified, it is submitted for verification. The acquiring agency determines if the preliminary TM is ready for verification. If it is not, it is returned for the TM developer to complete the task and resubmit. When it is ready for verification, the verification team is assembled. The team proceeds to perform the verification in accordance with the TM VP. Discrepancies are noted and submitted to the TM developer for correction. If the TM developer disagrees with the discrepancies an opportunity for rebuttal is provided to the verification team. Once all discrepancies are connected, the

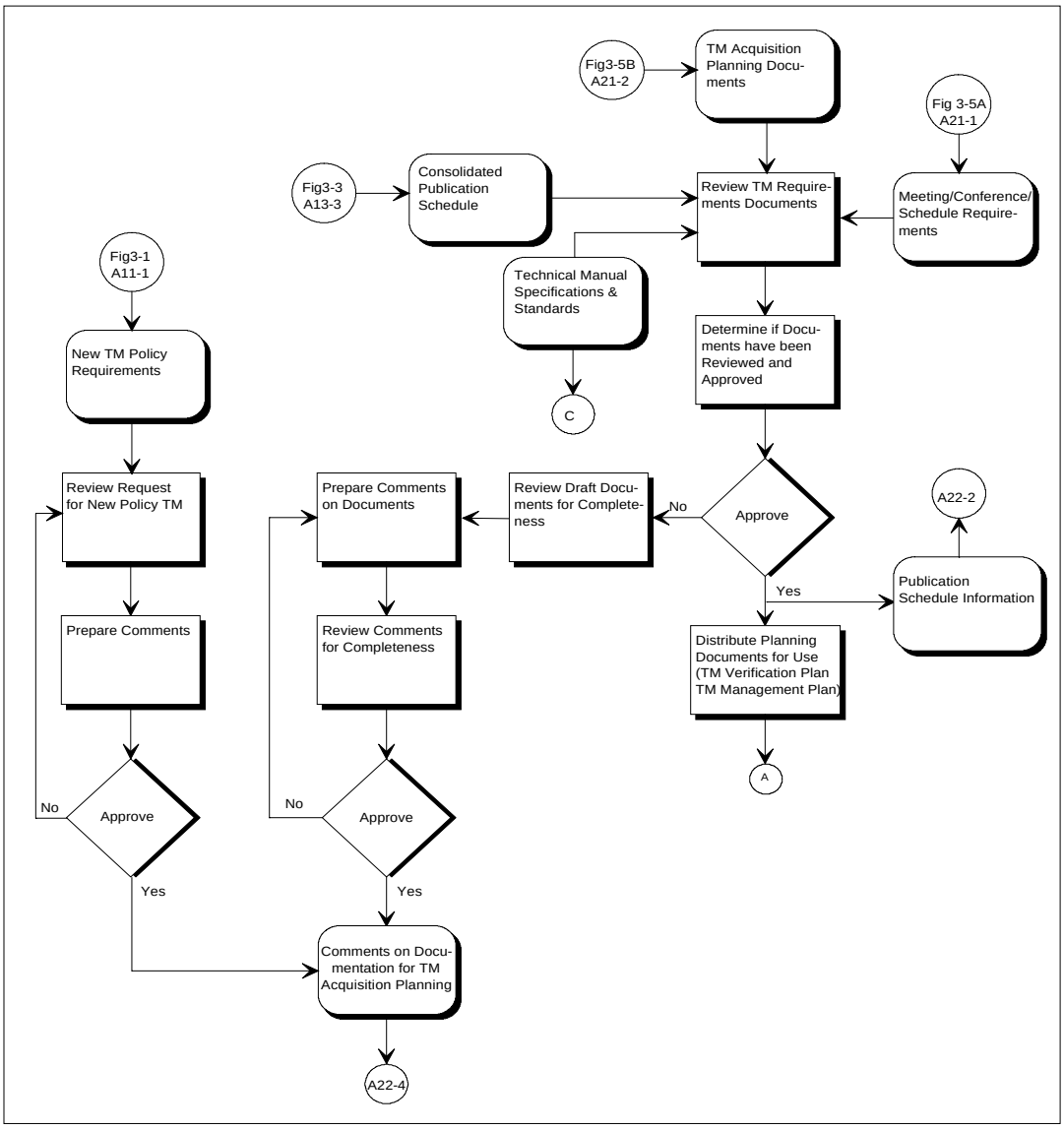


Figure 3-6A, Process Flow for Control TM Acquisition
(Functional Area A22)

acquire1

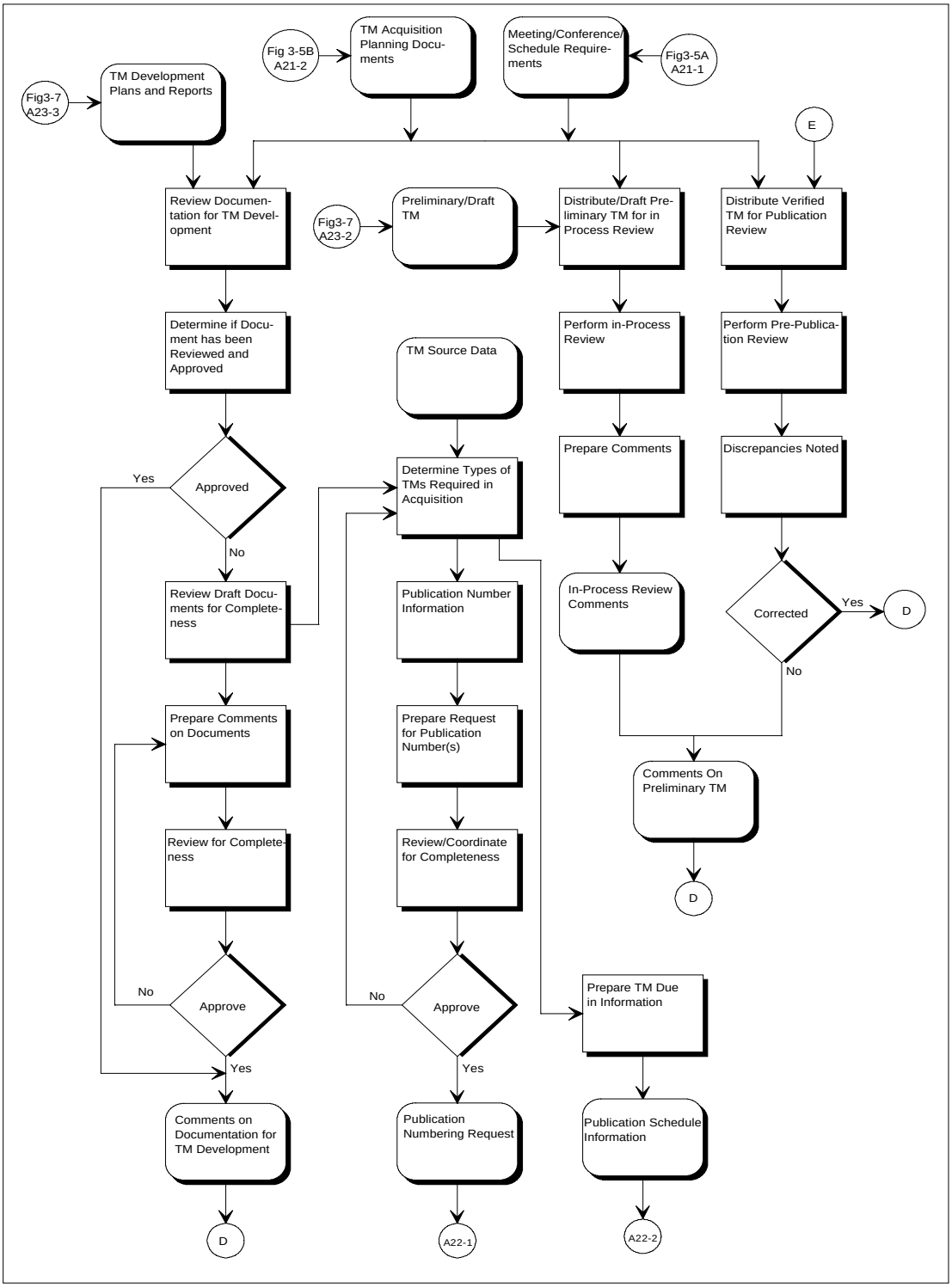


Figure 3-6B, Process Flow for Control TM Acquisition
(Functional Area A22)

acquirey

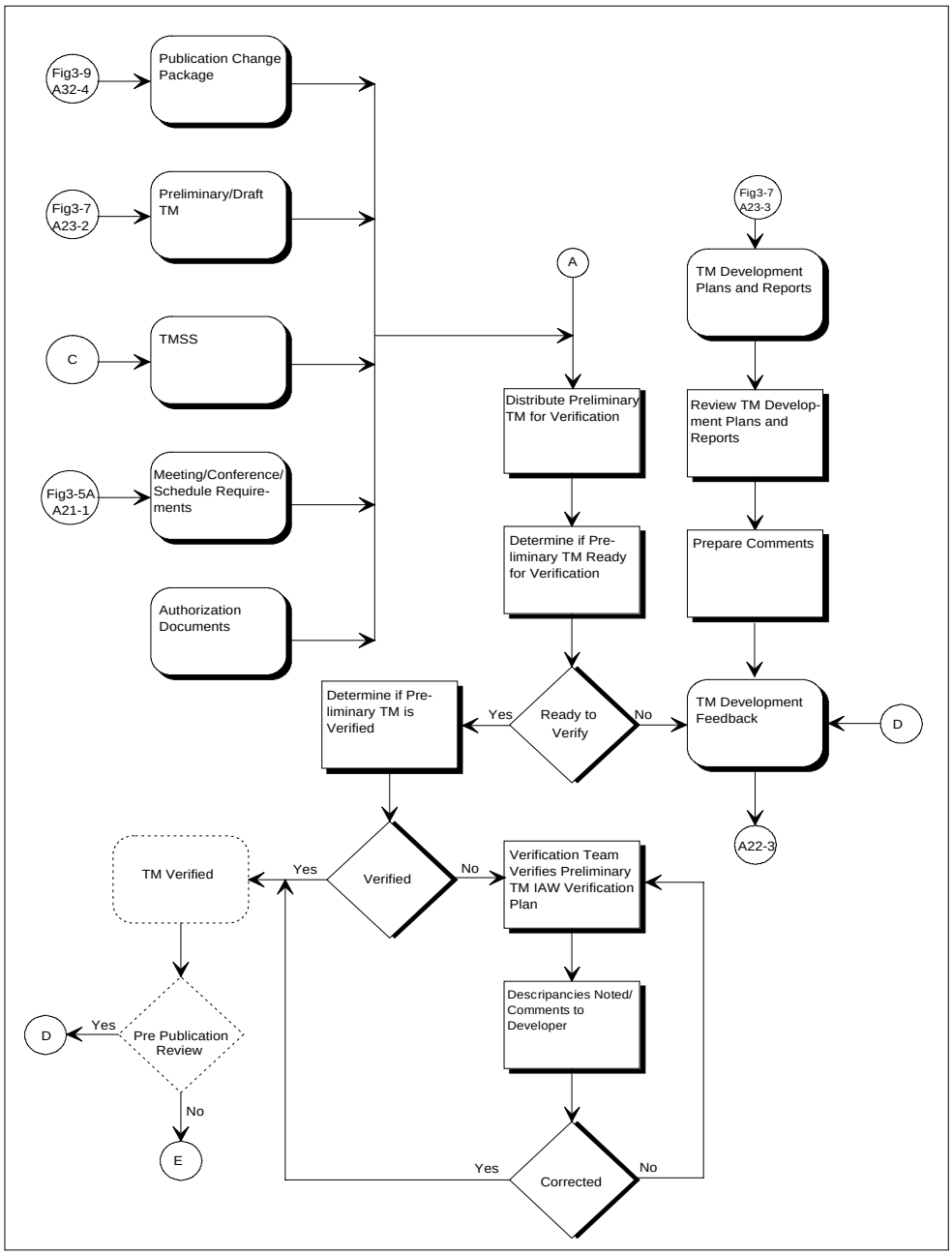


Figure 3-6C, Process Flow for Control TM Acquisition
(Functional Area A22)

acquirex

Preliminary Technical Manual (PTM) is classified as verified and submitted for pre-publication review. The verified TM submitted for the pre-publication review generates comments or discrepancies that are corrected before the TM is submitted for reproduction. Once the TM has successfully completed its, pre-publication review, it is submitted for the Publish TMs process.

f. During this entire process, TM development reports are being submitted for review and approval. These reports provide development status and information to the acquiring agency. When received, they are reviewed and comments are provided to the TM developer. These are distributed as TM development feedback.

3.2.2.3 Develop TMs (A23).

Figure 3-7, Process Flow for Develop TMs, charts the process for this functional area.

a. Requirements, consolidated publication data, and technical data are reviewed and it is determined if TM development plans have been developed and approved. If they are not developed and approved, the TM development plans will be drafted and reviewed for completeness. Upon completion of the review process they will be coordinated for approval. If the draft TM development plans are approved, they become formal plans. The TM development reports are developed in accordance with the TM development plans and reviewed for approval.

b. Once the TM development plans are approved, the draft TM is prepared and reviewed for completeness and accuracy before being submitted for IPR. If it is not approved for submittal, it is returned for further drafting and review. If the draft is complete, it is submitted for an IPR. Upon successful completion of IPRs, it is submitted for validation. The developer validates the draft and the validation is witnessed by the government in accordance with the established validation plans. During validation, discrepancies are noted and corrected. If the TM is not validated, it is returned for further action. If it is validated, it is forwarded as a validated preliminary/draft TM. A preliminary/draft TM may receive a waiver at this point to be used in the field as a preliminary/draft/formal TM for system operation and maintenance. However, TMs shall still undergo verification prior to being published.

c. When changes are being developed, requirements for IPRs and validation are based on scope of the change.

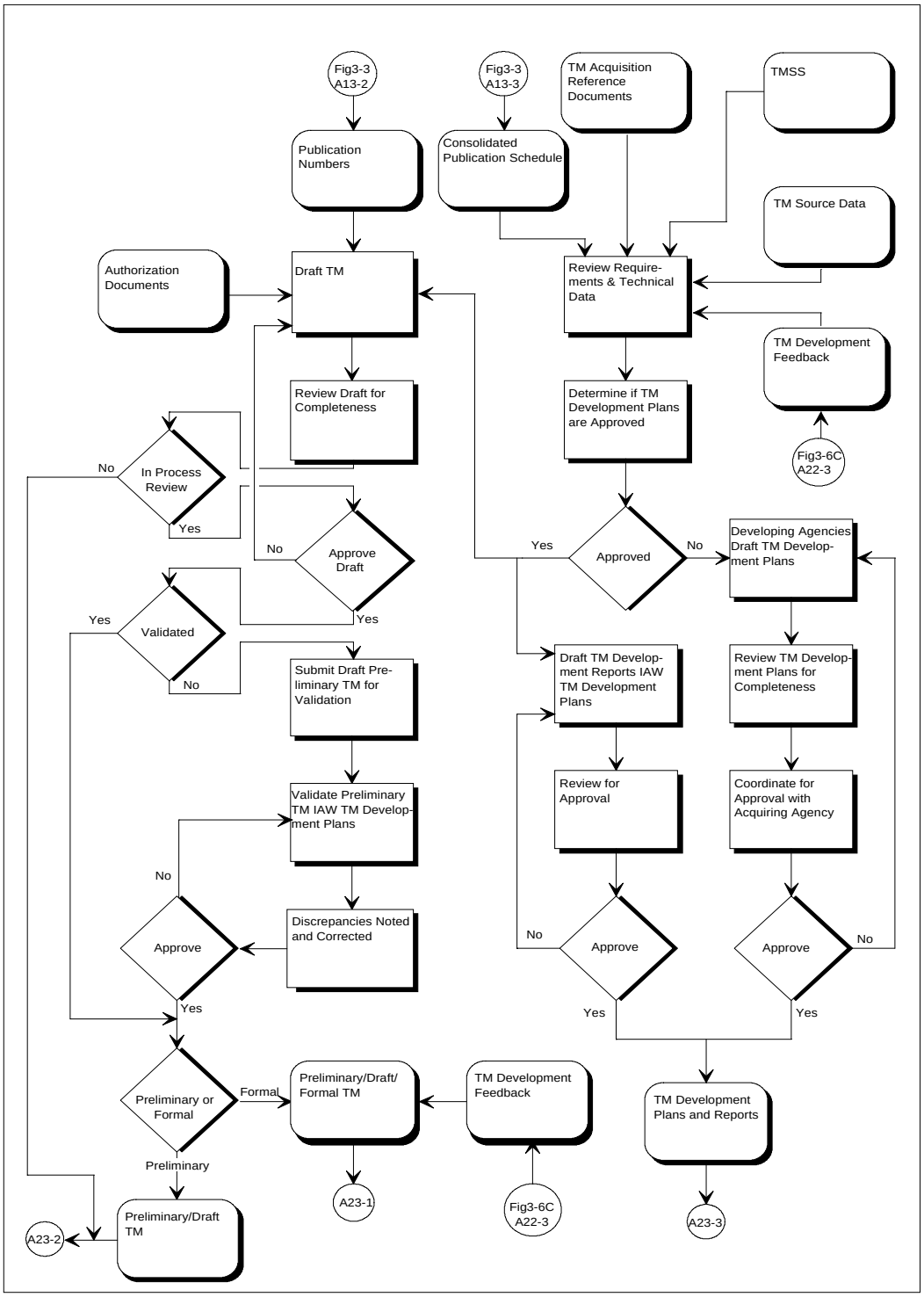


Figure 3-7, Process Flow for Develop TMs
(Functional Area A23)

acquire4

3.2.3 Improve TMs (A3).

3.2.3.1 Recommend Change (A31).

Figure 3-8, Process Flow for Recommend Change, charts the process for this functional area.

After TMs are published, perceived deficiencies may be recognized and submitted by anyone using TMs. When a perceived deficiency is identified, a recommendation for change is generated and entered into the recommended change data for review and approval. If the recommendation is approved or disapproved, it is forwarded and the status data is updated. Recommended changes are submitted through established approval channels.

3.2.3.2 Control TM improvement System (A32).

Figure 3-9, Process Flow for Control TM improvement System, charts the process for this functional area.

When the recommended change (including TM policy and methods and procedures changes) is received, it is matched to the proper publication number and reviewed administratively for completeness and to ensure approvals have been obtained. When the administrative review is completed, the recommended change is forwarded for a technical analysis (see functional area A33) and the status data of the TM change is updated in the TM Improvement System Status Report. The technical analysis results are received and reviewed. Depending on the change status of the affected TM, i.e., numerous other changes, modifications to the weapon system or equipment item resulting in revision of the TM, etc., the TM may be placed in a hold status until it can be processed. The TM change may be placed in a hold status at any time during the change process. If it is not placed in a hold status, the TM is checked for correctness and a publication change package is prepared. If the publication number is incorrect, does not exist, or a change number is required, a number is requested and the correct number is assigned. Throughout this entire process, the status of the change is maintained in the system status reports. The publication change package is then ready to be forwarded for preparation of the reproducible master. As appropriate, a delay, referral, or follow-up notice will be transmitted as a Recommended Change (Status Feedback) electronically or via paper, to the initiator of the proposed change.

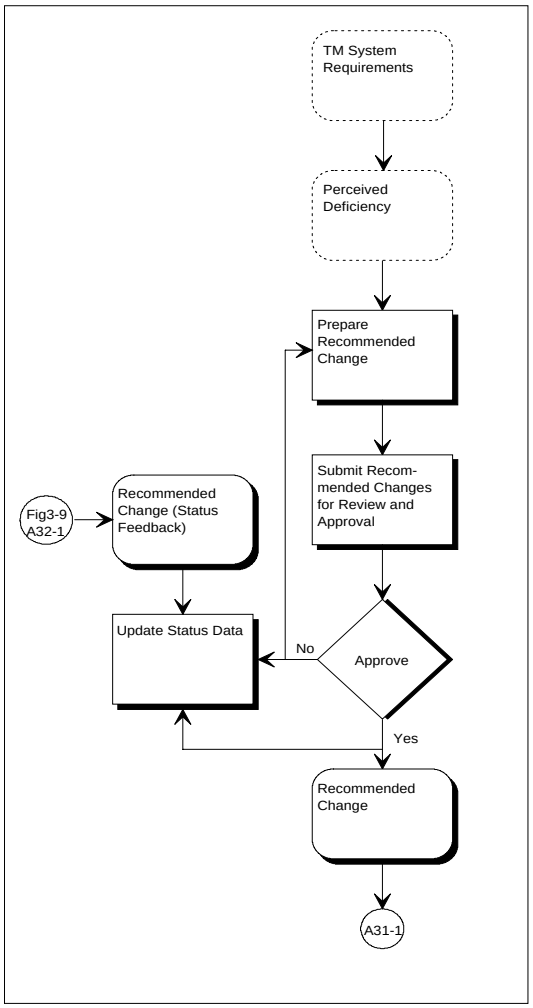


Figure 3-8, Process Flow for Recommend Change
(Functional Area A31)

improve1

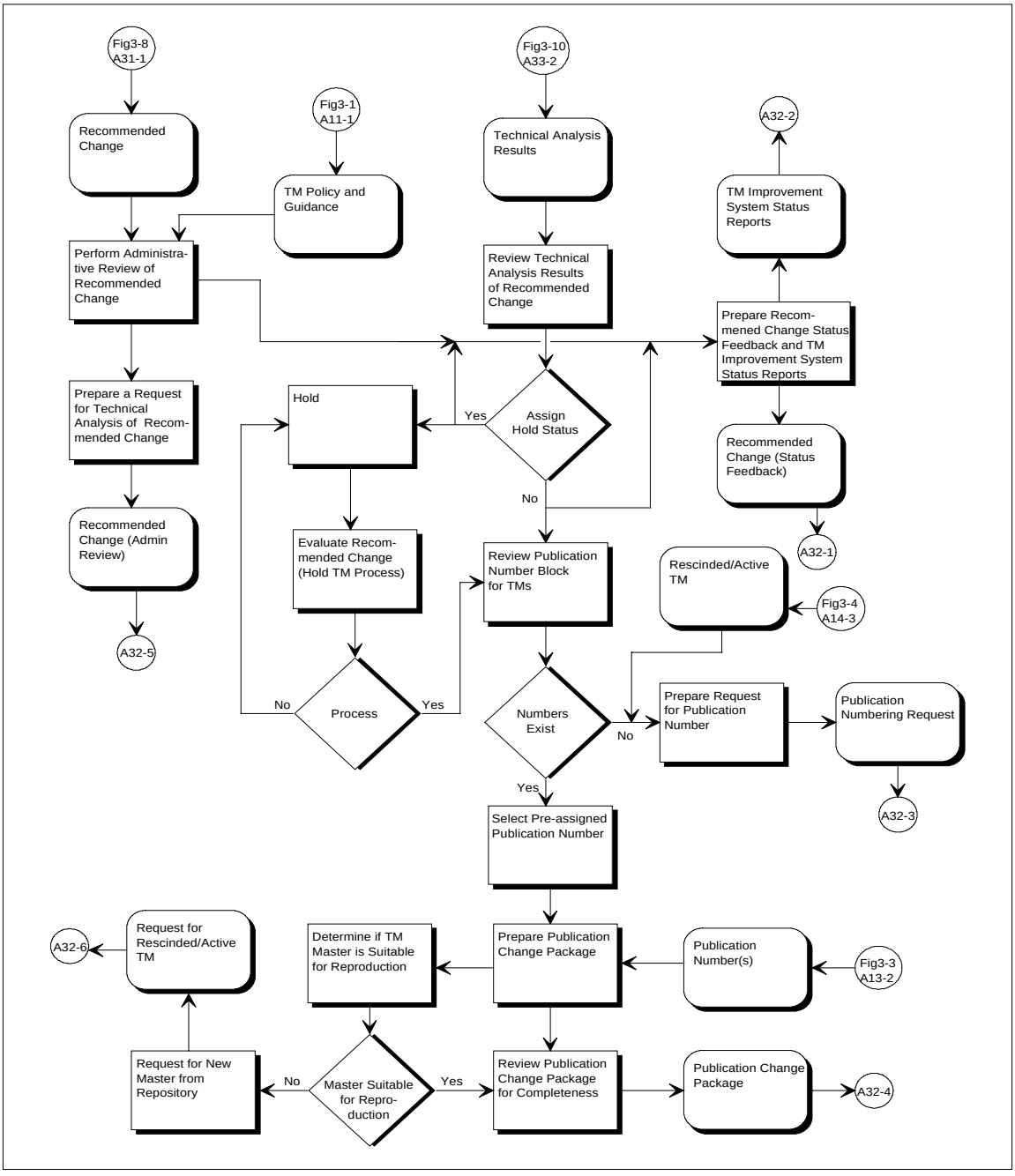


Figure 3-9, Process Flow for Control TM Improvement System
(Functional Area A32)

improvez

On occasion, the TM content manager may be required to obtain a master copy of the TM from the repository if the original master is damaged or lost. The new copy of the active TM will be included in the publication change package.

3.2.3.3 Perform Technical Content Analysis (A33).

Figure 3-10, Process Flow for Perform Technical Content Analysis, charts the process for this Functional Area.

Recommended changes are received and reviewed for technical content. Once the analysis is completed, the request is approved or disapproved. If approved, a determination is made if an Interim TM (ITM) is required. If an ITM is required, the status data is updated, a publication number is requested and selected from a predetermined block of numbers, recommended change data is updated, and the ITM is generated. Approved changes not requiring an ITM and disapproved change requests are returned to functional area A32 for subsequent processing.

3.2.4 Publish TMs (A4).

3.2.4.1 Develop TM Reproducible Master (A41).

Figure 3-11, Process Flow for Develop TM Reproducible Master, charts the process for this functional area.

The updated TM index, updated repository index, preliminary/draft/formal TM (reproducible master) or publication change package are received and reviewed for determination of the publication media (paper/digital) and publishing specifications. A draft reproducible master is prepared for either the updated index or preliminary/draft/formal TM, and forwarded for editorial review and approval. The reproducible master may be for either a new or existing TM. The reproducible master is requested from the repository for an existing TM and updated accordingly. If not approved, discrepancies are noted and the master is returned to the developer for correction of discrepancies. If approved, the reproducible master is forwarded for preparation of a reproduction package.

3.2.4.2 Prepare Reproduction Package (A42).

Figure 3-12, Process Flow for Prepare Reproduction Package, charts the process for this functional area.

a. The reproducible master developed for a new TM, change request,

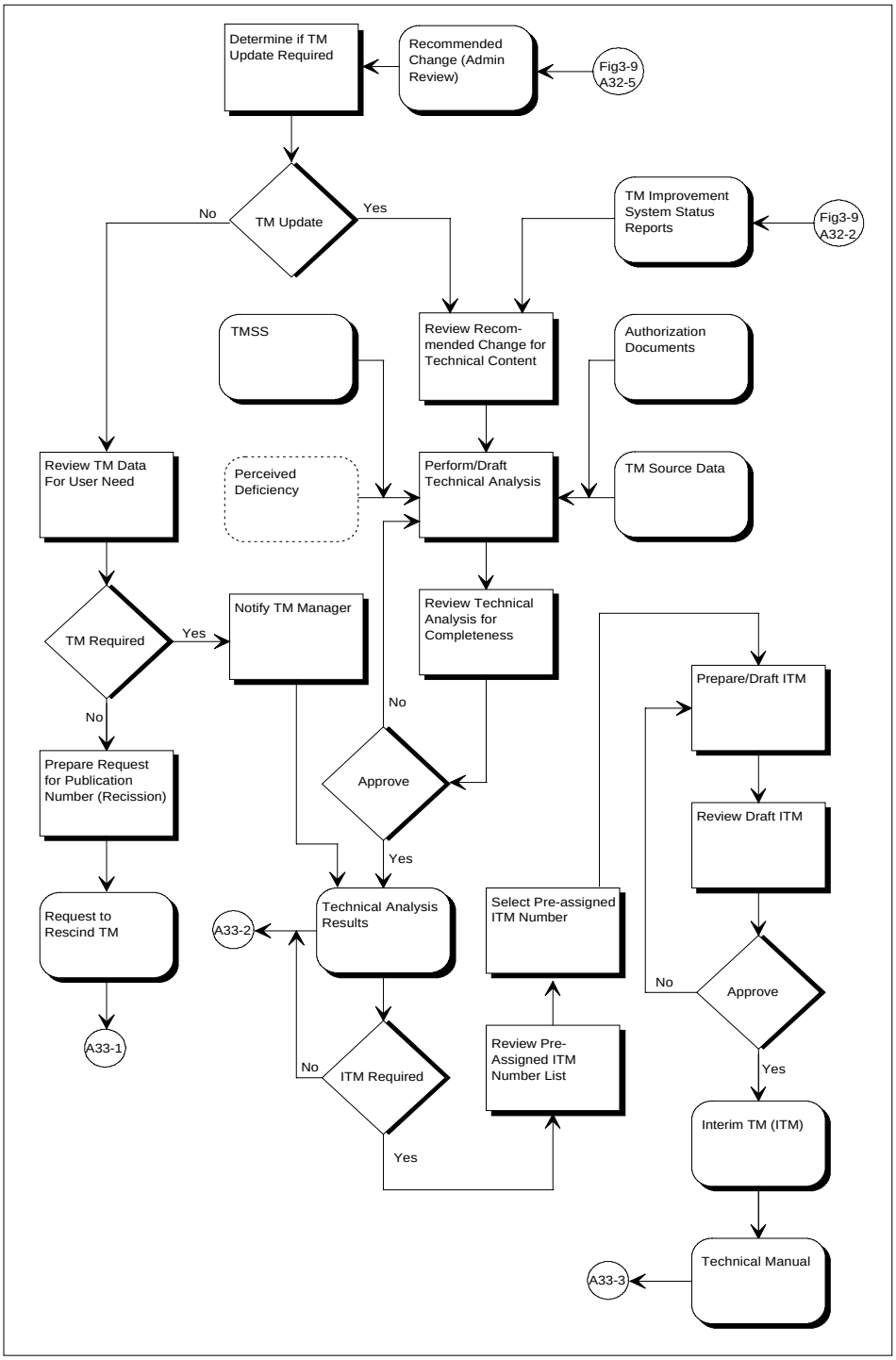


Figure 3-10, Process Flow for Perform Technical Content Analysis
(Functional Area A33)

improve3

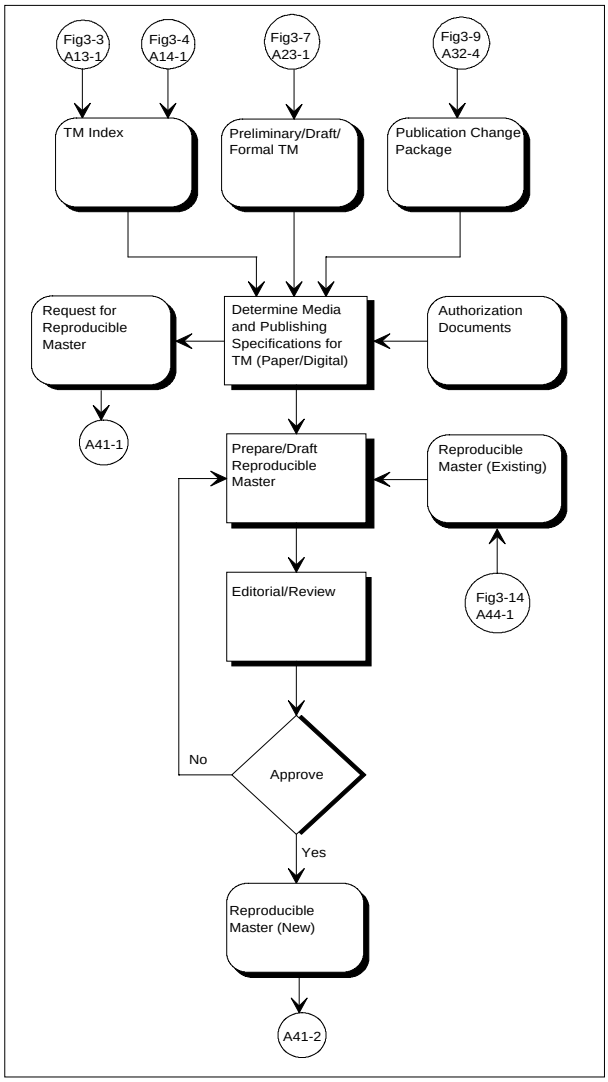


Figure 3-11, Process Flow for Develop
TM Reproducible Master
(Functional Area A41)

publish1

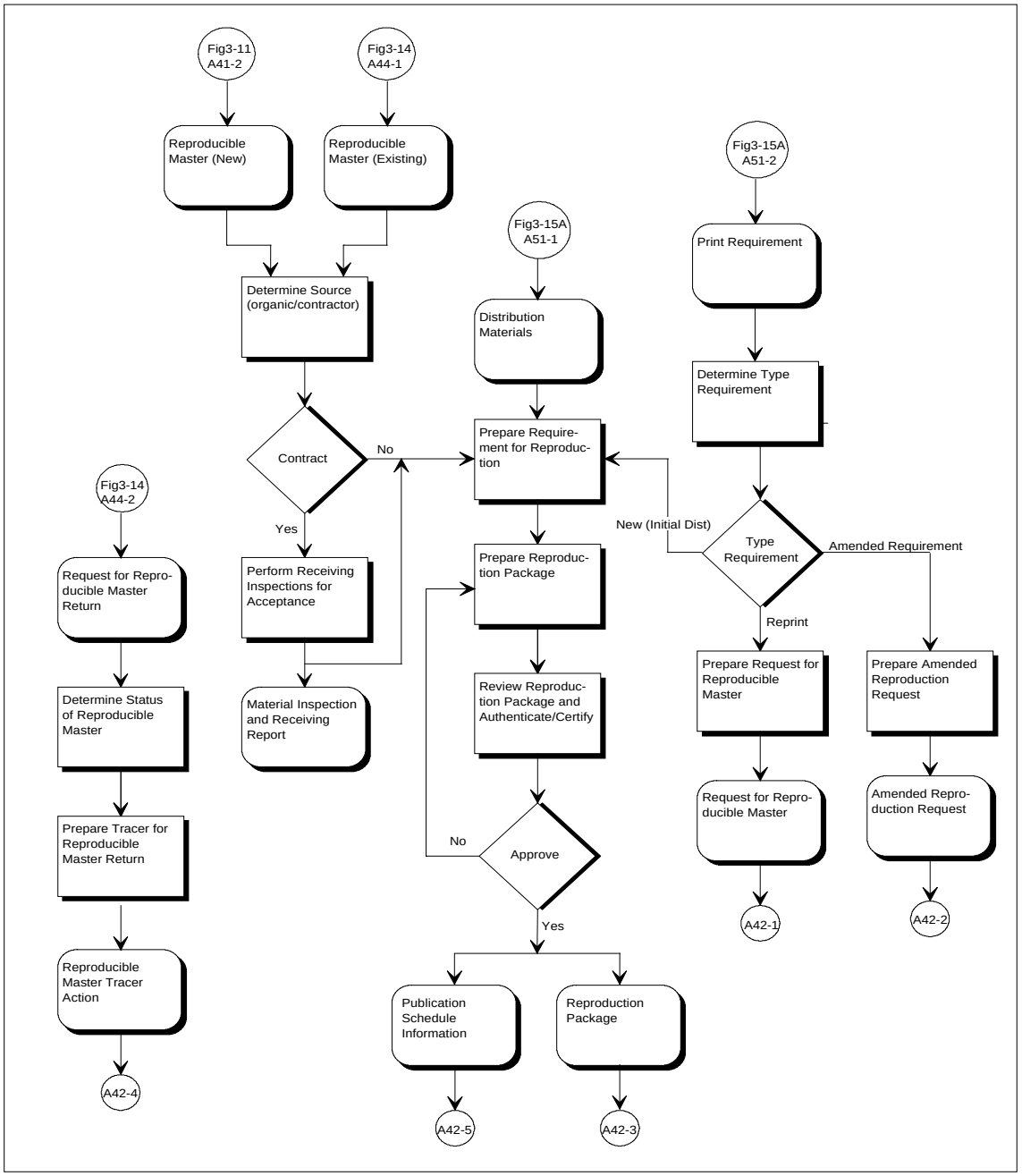


Figure 3-12, Process Flow for Prepare Reproduction Package
(Functional Area A42)

publish2

and/or updated TM index is received for preparation of a reproduction package. In some cases, reproducible masters are received from contractors, receiving inspections for acceptance are performed, and material inspection receiving reports are completed and forwarded to the appropriate contracting office. The reproducible master is compared to its print requirement and a work order and fund cite are identified.

b. The reproduction package is prepared to include all the printing or reproduction specifications. This package is reviewed and approved. Once approved the package is submitted to the reproduction function.

c. On occasion a print requirement will be received alone. When this occurs the requirement will be reviewed to determine what action is required. If it is for a reprint of an existing TM a request for a reproducible master is generated and submitted. The retrieved reproducible master is delivered for development of a reproduction package as described above. If the print requirement is for additional copies of a TM already in the reproduction process, an amended reproduction request is generated and submitted to the reproduction function.

3.2.4.3 Reproduce TMs (A43).

Figure 3-13, Process Flow for Reproduce TMs, charts the process for this functional area.

a. A reproduction package and/or amended reproduction request is received and reviewed for approval or disapproval. If approved, the package is sent to the responsible service agency or to its in-house printing plant. If the package is not approved it is returned for reaccomplishment. The publication schedule information is provided.

b. Reproduced TMs are forwarded for distribution or storage and the reproducible master is returned for storage. If distribution is accomplished from the reproduction facility, a distribution verification is prepared and forwarded for record updates. These actions are monitored for configuration control purposes.

3.2.4.4 Control Reproducible Material (A44).

Figure 3-14, Process Flow for Control Reproducible Material, charts the process for this functional area.

When the reproducible master is received from the publishing facility, the publication number and master locator number are determined. If

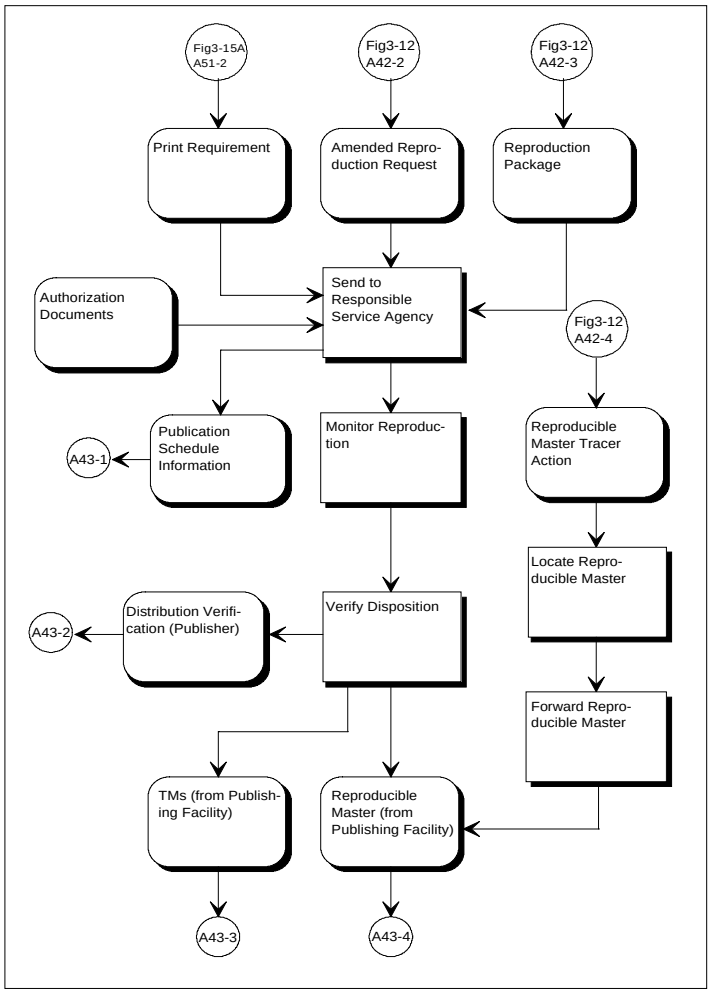


Figure 3-13, Process Flow for Reproduce TMs
(Functional Area A43)

publish3

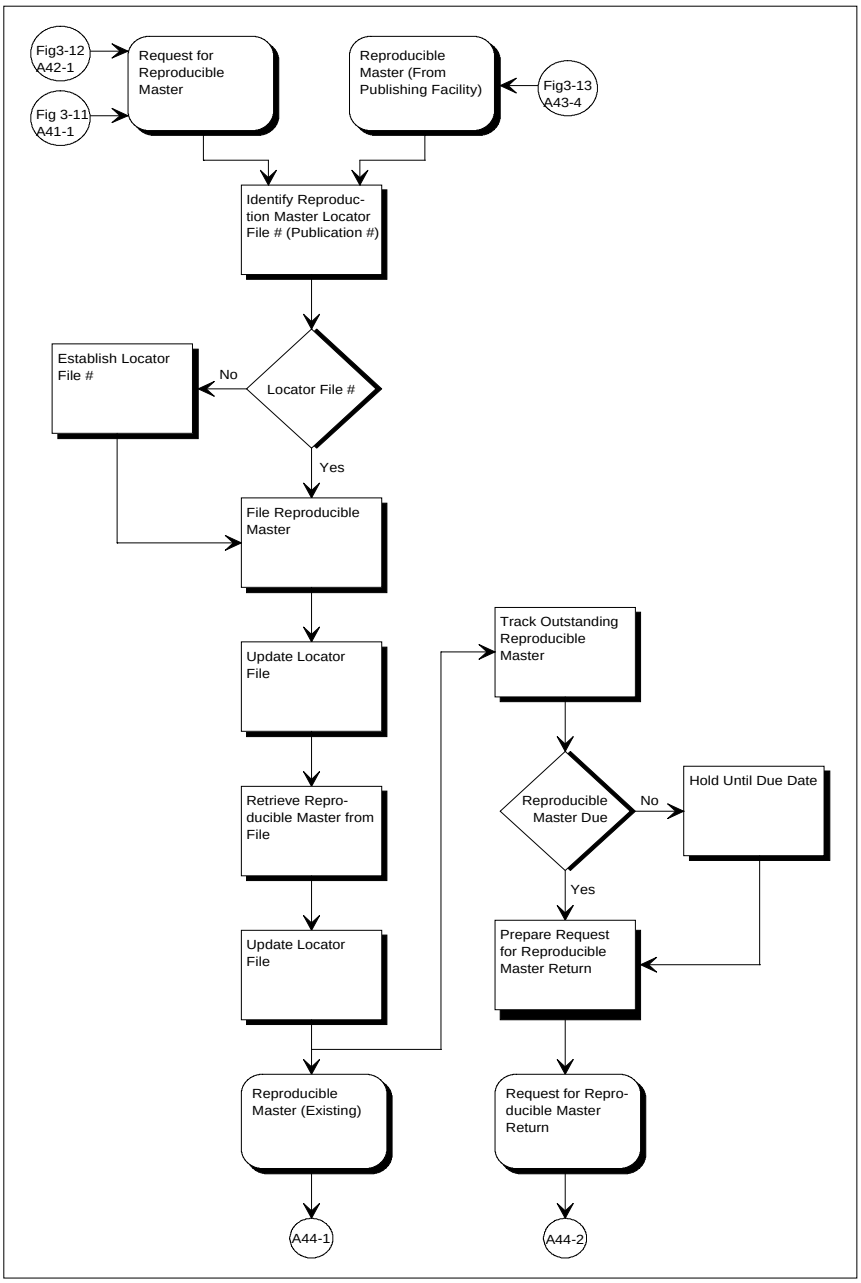


Figure 3-14, Process Flow for Control Reproducible Material

(Functional Area A44)

publish4

no locator number exists, one is established and the reproducible master filed. If a locator file number exists, the reproducible master will be filed and locator file updated to reflect return of the material. When a request is received to retrieve a reproducible master, it will be pulled and the locator file updated to reflect its absence. When reproducible masters are not returned by a predetermined due date, a request for reproducible master return is generated.

3.2.5 Stock TMs (A5).

3.2.5.1 Control TM Inventory (A51).

Figures 3-15A and B, Process Flow for Control TM Inventory, charts the process for this functional area.

a. A TM distribution requirement is received and reviewed for validity. The status data is updated appropriately from stock status data received. If the request is valid, the location of the TM in stock is determined and forwarded for verification of quantity in bin. At the same time the required distribution materials are generated and submitted so the TM can be shipped.

b. If a reorder requirement does exist, it is reviewed to determine if a reprint notice exists. If a reprint notice does exist, the print quantity is checked against the reorder requirement. If necessary, the request is amended to change the quantity being printed. If a reprint notice does not exist, a print requirement is generated and submitted to the publication function.

c. When distribution of TMs is by the publishing facility, the distribution verification is provided and reviewed. The information is used to update the TM stock information.

d. In order to authorize publication (printing) of TMs, adequate funds must be available. The funds level report provides the information required to determine if funds are available. If available, authorization is granted for printing. If not available, funds are requested and printing held until funds are available.

e. Publication schedule information is received to assist in determining planned stock and printing requirements. New TMs projected for receipt generate new reprint levels, distribution requirements, and distribution materials.

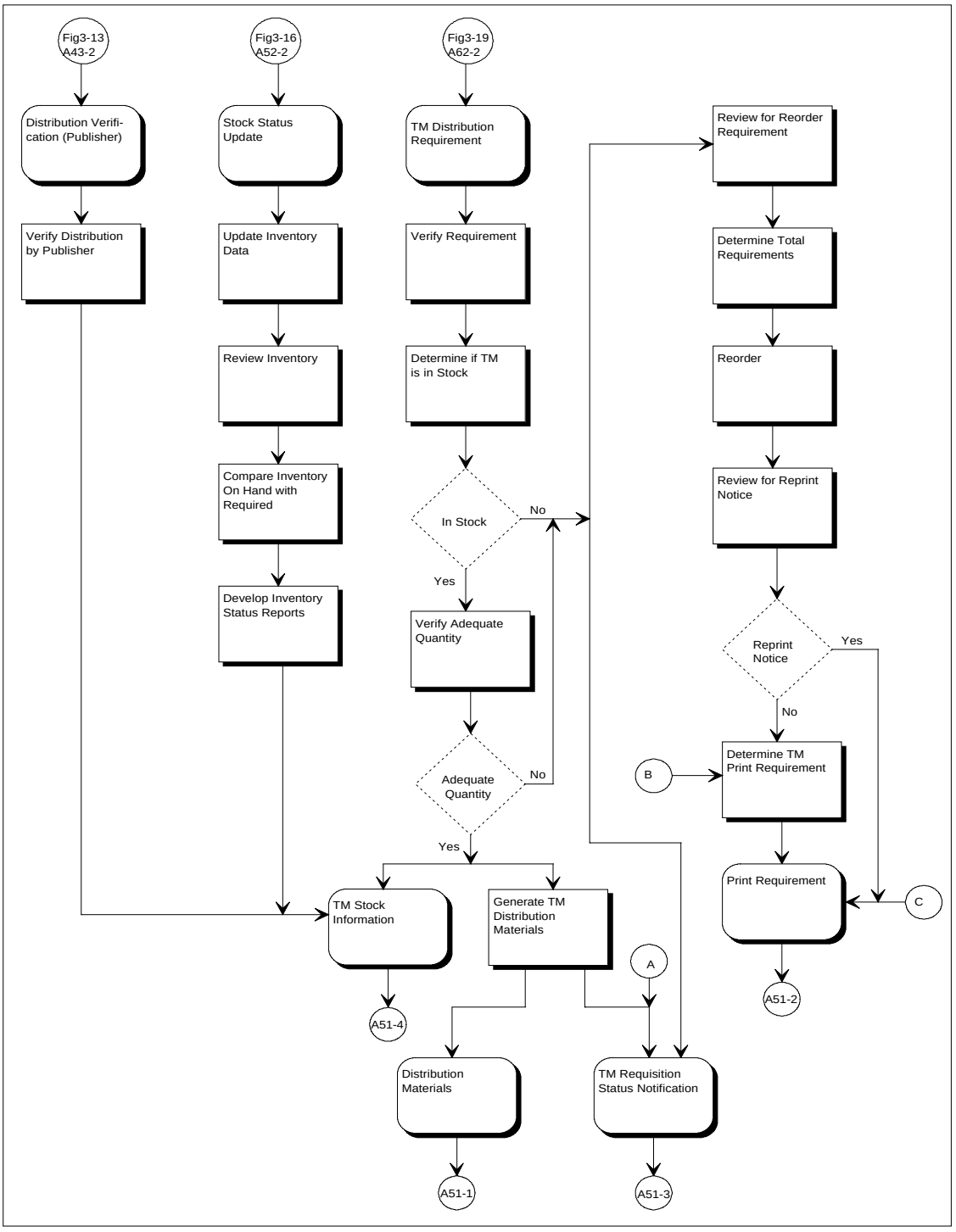


Figure 3-15A, Process Flow for Control TM Inventory
(Functional Area A51)

stocka

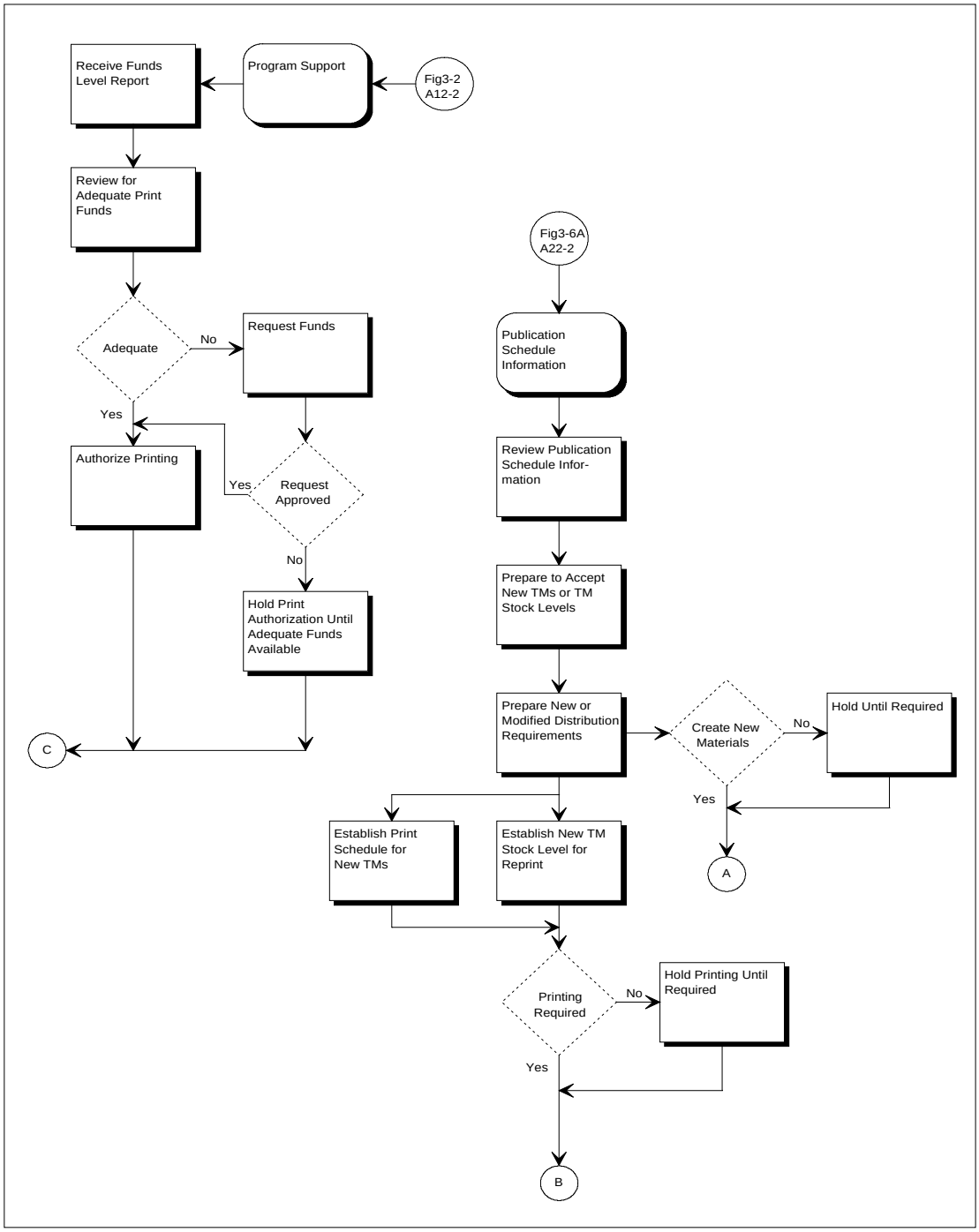


Figure 3-15B, Process Flow for Control TM Inventory
(Functional Area A51)

stockb

3.2.5.2 Store/Issue TMs (A52).

Figure 3-16, Process Flow for Store/Issue TMs, charts the process for this functional area.

a. TMs are stored when they are received from either the reproduction facility or from a customer return. The incoming TMs receive a material and receiving inspection to ensure the shipment is complete and correct. Upon completion of the inspection a Material Inspection and Receiving Report is prepared/updated, when required, along with a stock received update. The stock received update is used to update the level of TMs in stock. In order to maintain accurate TM stock information, stock level data is received, reviewed and discrepancies noted. Discrepancies generate a TM stock status update. The stock received update, generated to acknowledge receipt of returned material from a customer, may result in a credit authorization for the customer.

b. Stockage data for incoming TMs are examined to determine if a storage location is established (this includes bulk storage). If no location has been established one is assigned and the TMs are placed in that location. If a location has been assigned the TMs are binned in that location with no further action.

c. When distribution materials are received to allow distribution of requested TMs, the quantity of TMs in stock is determined. If the quantity is adequate to meet the distribution requirement, the TMs are retrieved and submitted for issue. If the quantity is not sufficient, a stock status update is produced to allow a reprint requirement to be generated.

3.2.5.3 Ship TMs (A53).

Figure 3-17, Process Flow for Ship TMs, charts the process for this functional area.

When TMs are received (from stock and/or reproduction facility) they are assembled, packaged, labeled and postage attached. After packaging is complete the TMs are shipped for TM account distribution. Shipping status is updated and status sent to the customer.

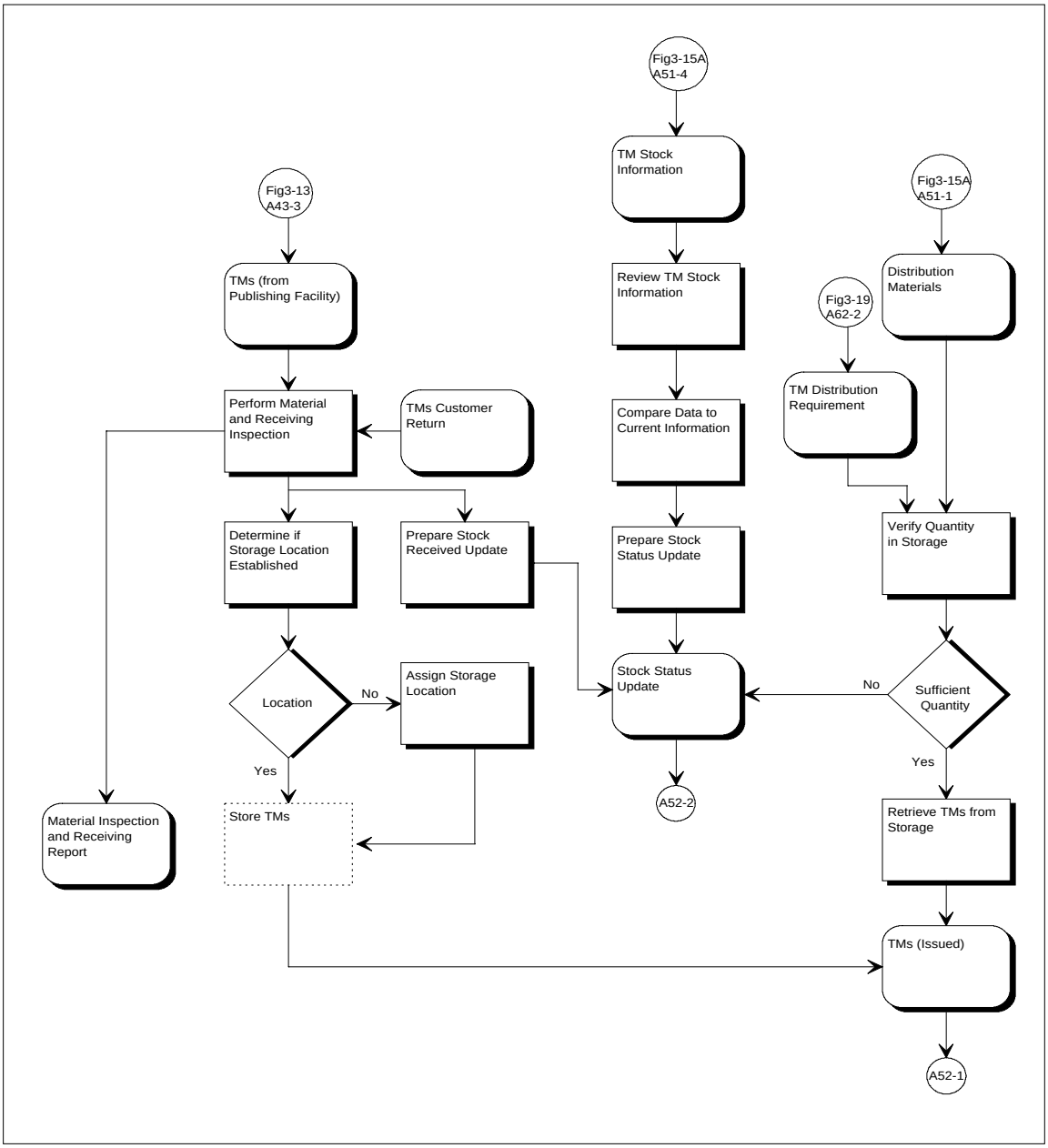


Figure 3-16, Process Flow for Store/Issue TMs
(Functional Area A52)

stockw

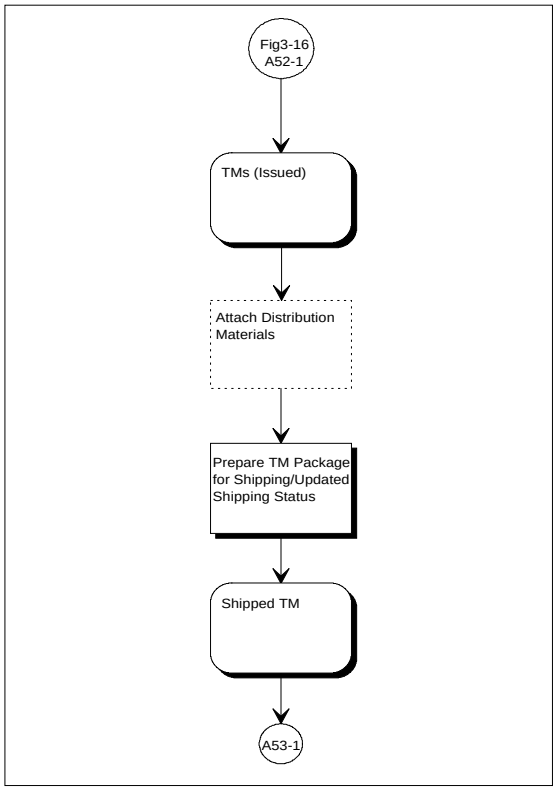


Figure 3-17, Process Flow for
Ship TMs
(Functional Area A53)

stock3

3.2.6 Distribute TMs (A6).

3.2.6.1 Request or Change Technical Manual Account Information (A61).

Figure 3-18, Process Flow for Request or Change TM Account Information, charts the process for this functional area.

a. A need for a TM is received and is analyzed to determine its validity and whether or not a TM account is required. If a TM account is required, a TM account assignment/change request is generated, the status data is updated, and an automatic distribution request may be generated.

b. When a TM account is not required, the TM need is still verified. If the need is valid, a special request for a one-time release TM is generated. This request will result in a TM distribution requirement for release of the TM. This TM need may be the result of incoming distribution record updates.

3.2.6.2 Control TM Distribution Requirements (A62).

Figure 3-19, Process Flow for Control TM Distribution Requirements, charts the process for this functional area.

a. When a request for TM account assignment/change is received, the requirement is verified and the TM account is assigned or changed. When TM accounts are established, reconciliation information required to manage TM accounts is generated. This information is forwarded to allow account inventories to be reconciled and the code selected reconciliation data updated.

b. After the TM account has been assigned/changed and forwarded, new requirements are consolidated with TM distribution requirements, requests for rescinded TMs, TM requests (non-recurring), and automatic distribution requests. The results of the consolidation win be the update of the code selected reconciliation data. The code selected reconciliation data may be used to perform periodic reviews for comparative analysis.

c. If the TM requirement is valid, a determination will be made as to whether the requirement is for an active or rescinded TM. If for an active TM, a TM distribution requirement will be generated and forwarded to be consolidated with other TM requisition/distribution information for that TM account. If the requirement is for a rescinded TM, a request for rescinded TM will be prepared and processed. In

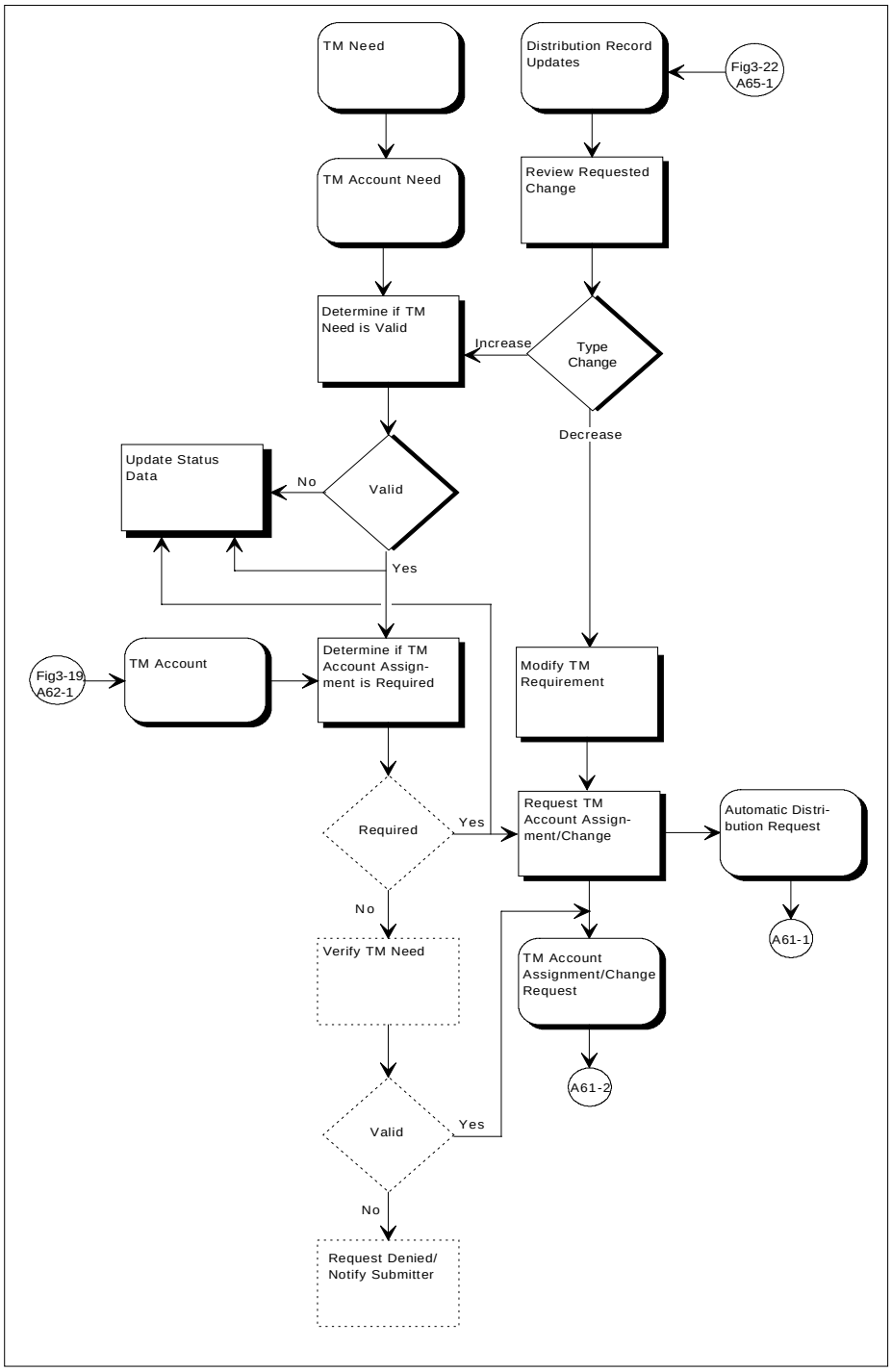


Figure 3-18, Process Flow for Request or Change TM Account Information (Functional Area A61)

dist1

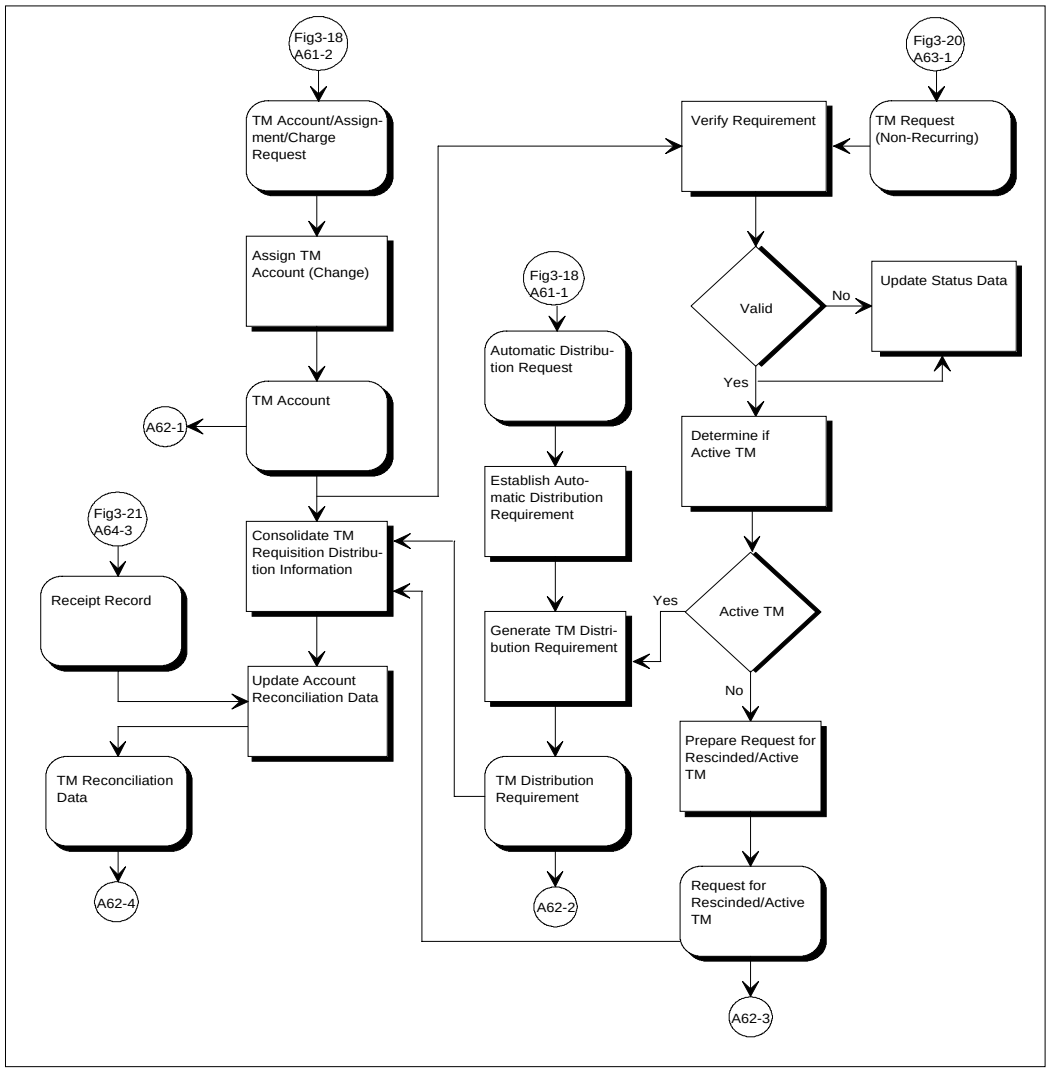


Figure 3-19, Process Flow for Control TM Distribution Requirements (Functional Area A62)

dist2

some cases, an active TM may be requested directly from the repository if normal distribution can not meet a single request within a reasonable period of time.

3.2.6.3 Create Non-Recurring TM Requirement (A63).

Figure 3-20, Process Flow for Create Non-Recurring TM Requirement, charts the process for this functional area.

a. TM one-time needs are received and verified as initial distribution, replacement, quantity change requirements or TM one-time requests. Valid requirements result in the generation of a TM requirement.

b. Deficient/excess requirements generate a review of the TM account requirements. TM requirements and TMs received for distribution are compared and may result in account discrepancies. If requirements and TMs on hand are correct, account verification is completed and filed. If TMs on hand are less than TM requirements, a backorder action is initiated and status data is updated. If TMs on hand are greater than TM requirements, action to return the excess may be initiated.

c. Existing TM requisitions are screened against TMs received and the distribution requirements status. If a TM backorder is required, the TM requirement is resubmitted and the status data is updated.

3.2.6.4 Make TM Distribution (A64).

Figure 3-21, Process Flow for Make TM Distribution, charts the process for this functional area.

When a TM distribution requirement has been filled, the shipped TMs are received for distribution to the initial requester and the receipt record is generated and forwarded. The received TMs are compared to the appropriate distribution accounts and subaccounts to determine where they are to be delivered. Once this has been completed the TMs are distributed accordingly and filed by the recipient and the distribution record is updated and forwarded.

3.2.6.5 Perform Reviews (A65).

Figure 3-22, Process Flow for Perform Reviews, charts the process for this functional area.

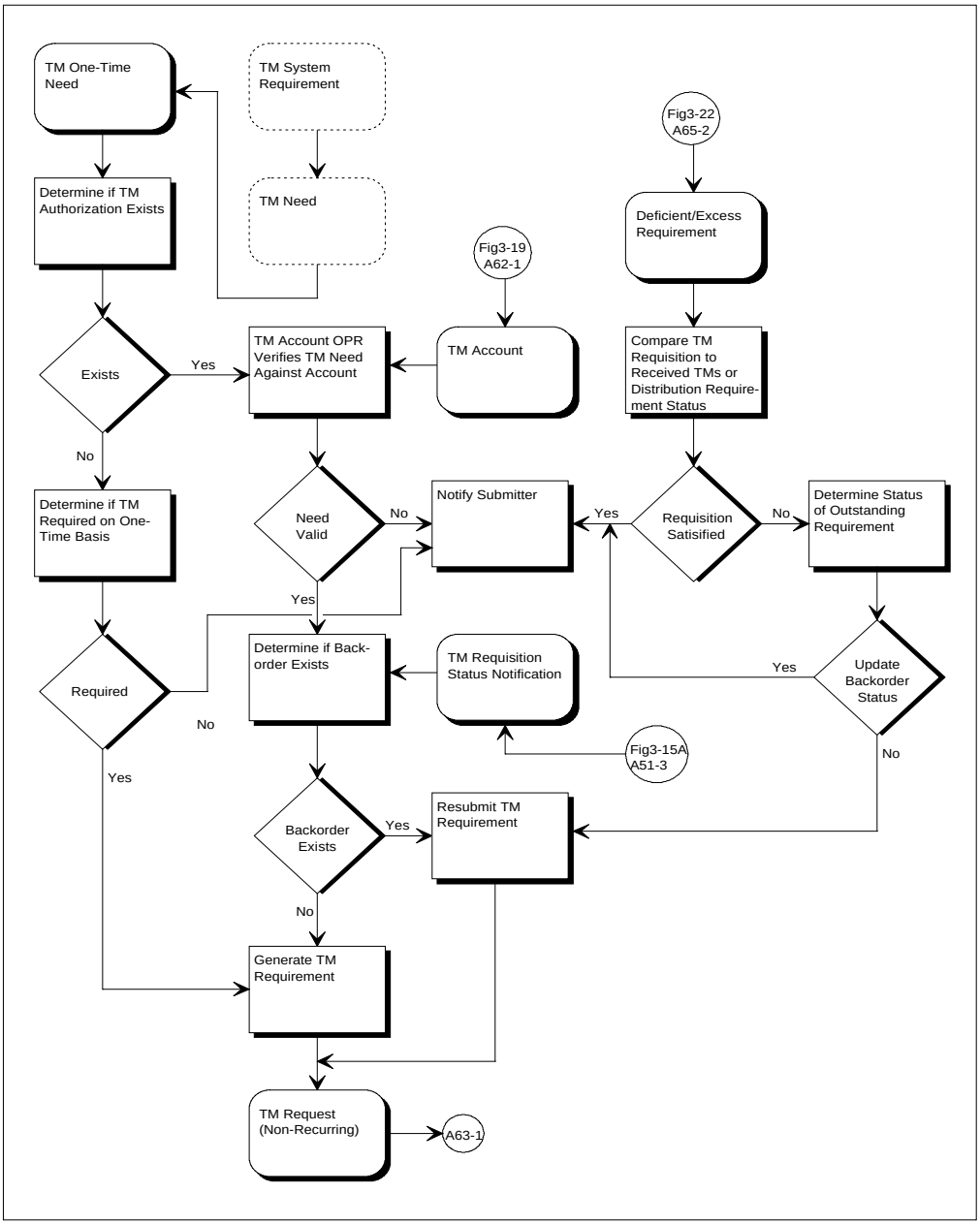


Figure 3-20, Process Flow for Create Non-Recurring TM Requirement (Functional Area A63)

disty

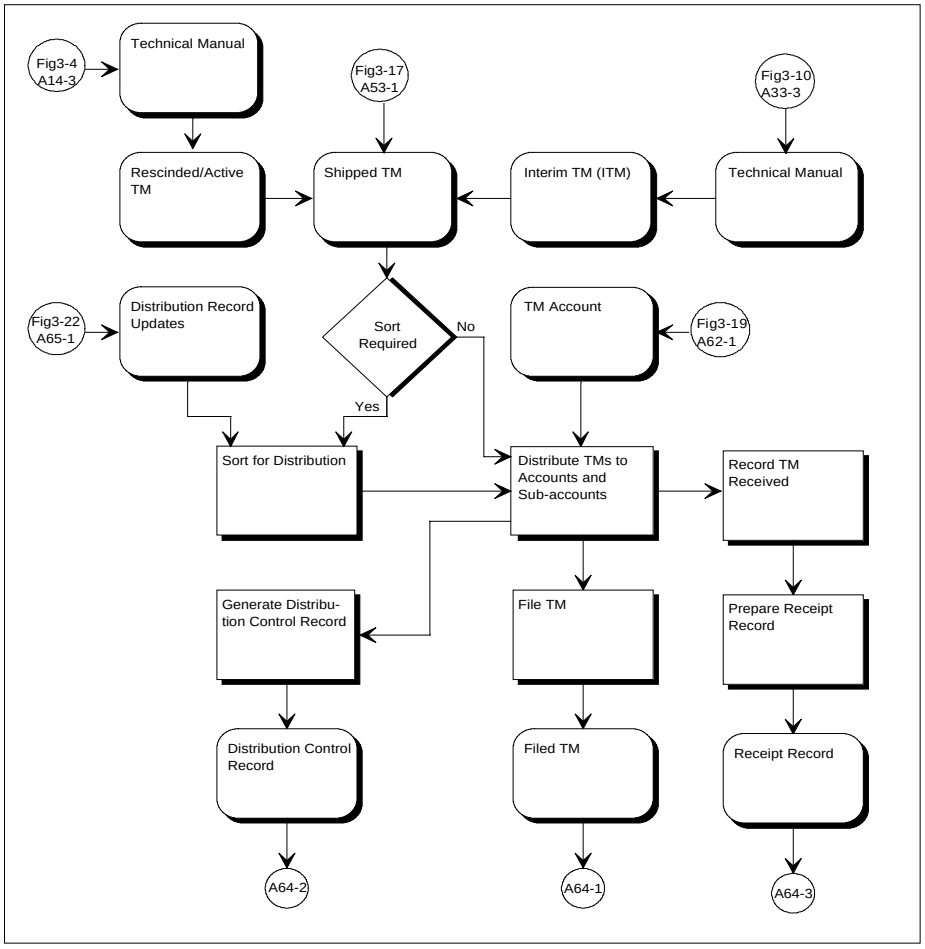


Figure 3-21, Process Flow for Make
TM Distribution
(Functional Area A64)

distz

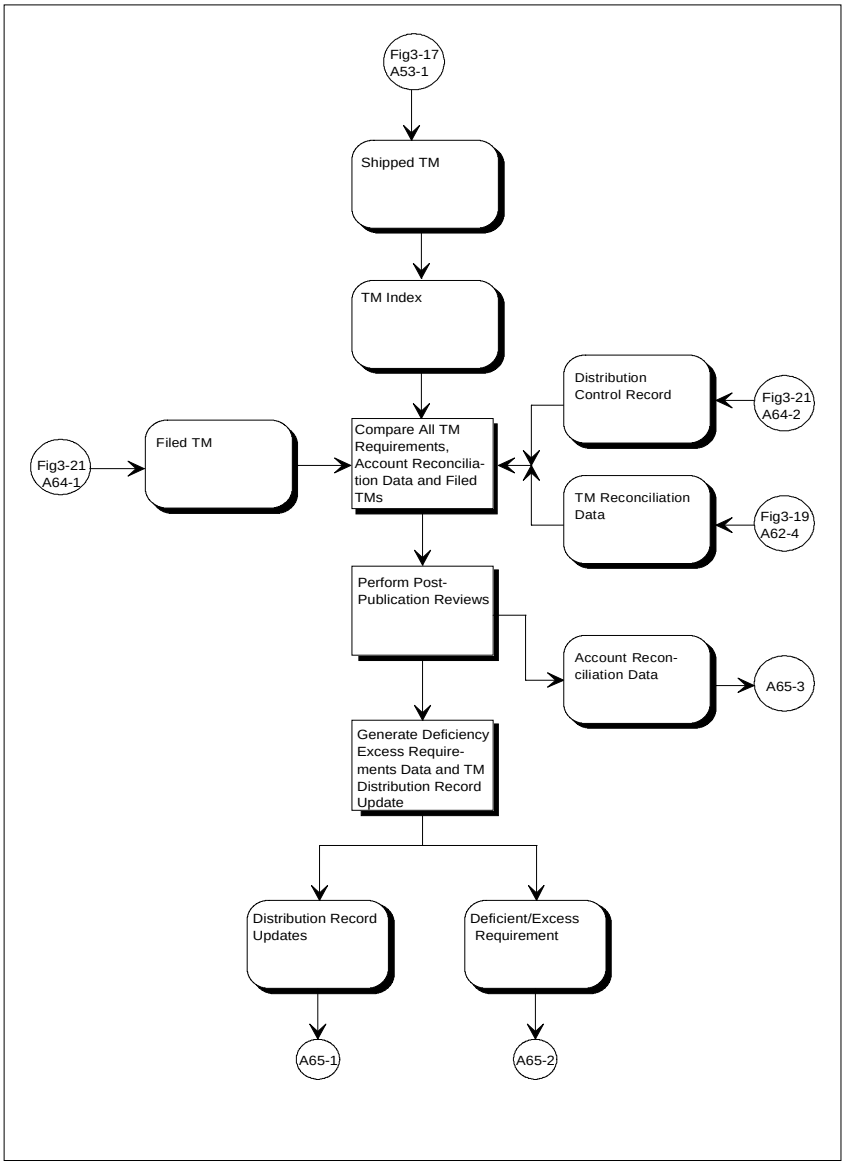


Figure 3-22, Process Flow for Perform Reviews
(Functional Area A65)

dist5

a. Updated TM indexes and code selected reconciliation data are compared to records of filed TMs for discrepancies. Deficient/excess requirements are identified, updated, and forwarded for adjustment.

b. Post publication reviews will be identified to TM managers to ensure content and accuracy of the TM data to remove unneeded and outdated manuals from the inventory and to ensure proper security classification is assigned. When a change to the automatic distribution or authorization is required a distribution record update is generated.

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